

INSTRUCTIONS

The Administrative Permit is required for activities that will have minimal impact on surrounding land uses provided that they are designed and conducted in compliance with appropriate conditions. Staff reviews the application with particular attention to the location, design configuration, and operational characteristics of the proposed project. Planning Division staff is authorized to approve or deny an Administrative Permit. Before a decision is made, a notice will be placed on the property for 7 days. A public hearing may not be required.

Staff's decision may be appealed to the Planning Commission within ten (10) days of issuance. The Commission will then hold a public hearing on the matter.

The Zoning Ordinance requires an administrative permit for the following activities:

- To initiate or alter any land use that Article 19-2 of the Zoning Code (Zoning Districts and Allowable Land Uses) lists as requiring Administrative Permti approval;
- To make an exterior alteration that changes architectural character or theme;
- For an addition of 501 to 1,000 square feet to a commercial or multi-family structure;
- For an addition that does not exceed 500 square feet but which changes the architectural character or theme; and
- Outdoor Dining.

APPLICATION CHECKLIST

The following materials shall be submitted to the Department of Community Development for the processing of all administrative permits:

- Planning Division Permit Application with Owner's Affidavit (for property in escrow, submit copy of escrow agreement)
- A written narrative explaining the nature and intent of the project
- Photographs of all four views of subject property and both sides of the street. In addition, include a photosimulation showing the proposed project in relation to the existing streetscape.
- Site plan, floor plan(s), elevations, landscape plans, renderings, Green Building Program Point Sheet and any additional drawings requested in specific circumstances, drawn to scale and folded to a maximum of 8 1/2" x 14." FRONT AND REAR ELEVATIONS MUST SHOW ADJACENT BUILDINGS. (Additional sets will be required prior to final planning approval or prior to any required public hearing.)
You must include:
 - One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.
 - Two (2) sets of full sized plans
 - Two (2) reduced sets at 11" x 17"
- Rent Stabilization Info Sheet (for residential properties)
- Filing Fee: See Permit Fee Sheet



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



Planning Division Permit Application

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), _____
hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I (we) hereby authorize _____ (list applicant's name)
to apply for _____ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)
for _____ (list type of activity).

PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S) _____
OWNER(S) SIGNATURE(S) _____
ADDRESS _____
CITY, STATE, ZIP CODE _____
TELEPHONE _____

CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL(S) CORPORATE OFFICER(S)
 PARTNER(S) ATTORNEY-IN-FACT
 TRUSTEE(S) OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) _____

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY'S SIGNATURE _____

SEAL:

TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE _____

DATE _____



Planning Division Permit Application

SITE PLAN INSTRUCTIONS

Please use the following guidelines in preparing plans for review by the Department of Community Development. Additional information may be deemed necessary for the complete review of the submitted project. Please note that larger projects are subject to the Concurrent Plan Check process.

1. Indicate address and legal description of subject property on plan as well as the name, address, and phone number of the applicant, owner, and architect.
2. Include an index sheet with all plan sets.
3. Provide north indication arrow, and orient plans with north toward the top.
4. Plan must be drawn to scale, with scale indicated Use Engineer's or Architect's scale: 1" = 10'; 1/4" = 1'; etc.
5. Show all property lines. Do not use the edge of the paper for property lines.
6. Indicate the name of streets or alleys that border the project.
7. Provide a table indicating the subject property's zoning designation and calculations for density, floor area ratio (FAR), and parking requirements on the cover page/title sheet.
8. Existing site plan shall include the following:
 - Existing building footprint(s), square footage(s), number of stories, and land use;
 - Dimensions from all structures to front, side and rear property lines;
 - Existing parking areas, parking stalls, driveways, and turning areas;
 - Dimensions for existing buildings, driveways, and parking spaces;
 - Fences and walls;
 - Labeled landscaped and paved areas;
 - Location and species of trees on property and the diameter of tree trunks;
 - Sidewalks, streets, and curb cuts adjacent to the property;
9. A certified site survey, which is required for demolition and new development. Site surveys shall be stamped and signed by a certified engineer. Survey must indicate dimensioned setbacks of adjacent properties and must include topography contour lines.
10. Proposed site plans shall show all proposed improvements, and include the following:
 - Proposed building footprints, square footage(s), number of stories and land use;
 - Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. (Turning radius and visibility window templates are available at the planning counter);
 - Dimensions for proposed buildings, driveways, parking spaces, and vehicle back-up areas;
 - Dimension all structures to front, side, and rear property lines;
 - Labeled all landscaped and paved areas, including stoops and paths;
 - Location, height and materials for all proposed fences and walls;
 - Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190;
 - Sidewalks, streets, and curb cuts adjacent to the property;
 - Location for recycling/trash containers, electrical transformers and other equipment;
11. Proposed front, side and rear building elevations must be fully dimensioned and include the following:
 - Existing adjacent structures on either side of the proposed structure, including height, windows, doors and other key elevation information;
 - Proposed construction and/or alterations;
 - Illustration of building height envelope, and dimensions of proposed height of building;
 - Fences and/or walls and their dimensions,
 - Details of windows, doors, railing and fencing;
 - Location of proposed vents, air conditioning equipment, and all rooftop mechanical equipment;
 - Location of proposed utility meters, transformers, and utility boxes;
 - Location of exterior lighting;
 - Existing and proposed materials and colors.

[continued]



SITE PLAN INSTRUCTIONS, CONT'D.

12. Proposed building floor plans shall be fully dimensioned and include the following:
 - Property lines;
 - Square footage of each room;
 - Interior layout of each floor with rooms labeled for proposed use;
 - Existing and proposed windows and doors;
 - Table indicating the square footage for all common/private open space.
13. Provide a roof plan with dimensions and screening of all rooftop mechanical equipment.
14. Cross sections shall be through the major axis of the building(s) and be at the same scale as the building elevations. Indicate ceiling heights on sections. Additional sections may be requested as needed.
15. Provide a preliminary landscape plan per WHMC 19.26. Include the following:
 - Location of all trees, shrubs, groundcover and turf to be planted;
 - Planting list with species and common names of all materials;
 - Drought tolerance levels of proposed plantings per WHMC 19.26.060.
 - Location and sizes of all existing trees on the subject property and whether they are to be removed;
 - Location of non-vegetative landscape elements, such as paving, fences, retaining walls, planters and arbors.
16. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed "alternative design" complies with the intent of the code as described in WHMC 19.36.265.
17. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.
18. Show the width and location of any public or private easements, such as driveways or utility company right-of ways. If there are none, note this on plans.
19. Show and label any obstructions such as telephone poles or street signs in public right-of-ways. If there are none, note this on plans.
20. If a swimming pool, spa, or hot tub is to be included in the proposed project, dimension setbacks from property lines and indicate the location and screening of all appurtenant equipment per WHMC 19.20.140.
21. For multi-family residential projects, indicate area and dimensions of each private and common open-space area.
22. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.
23. For projects to be presented at a neighborhood meeting, provide a massing model. For permits to be reviewed by the Planning Commission, provide a massing model, and a detailed scale model. Models must be to scale and include buildings adjacent to the subject project. (All major commercial projects or residential projects of three units or more require massing models).
24. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit.

[continued]



FOR NEW CONSTRUCTION:

1. Attach survey of site by licensed surveyor.

FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDING THE FOLLOWING:

1. Type of construction of the building.
2. Occupancy classification of the intended uses with corresponding allowable area calculation for mixed occupancies indicated for each floor.
3. Show accessible path of travel and accessible required exits and entrances with corresponding details to verify compliance with requirements, including minimum exit separation, on plans.
4. Identify accessible parking spaces with corresponding details for verification with requirements, including minimum 8'-2" net height clearance for the parking structure, and Van-accessible access aisle with 8' width on plans.
5. Indicate the height of the structure on all elevation views.
6. Provide accessible rest rooms on the second floor of a building for office use.
7. Show dimensions for the elevator car to be accessible. Elevator cannot be on a required exit path.



Planning Division Permit Application

NOTICE

**IMPORTANT NOTICE:
 MAJOR REMODELS ARE TREATED EXACTLY THE SAME AS NEW BUILDINGS BY THE ZONING CODE**

A REMODEL QUALIFIES AS A MAJOR REMODEL/NEW BUILDING FOR PLANNING PURPOSES WHEN:

“The removal of 50% or more of the exterior wall area (which includes walls, doors, and windows) or the removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns or girders), whichever is more restrictive” according to the definition of Major Remodels in section 19.90.020 in the West Hollywood Zoning Code. The same language is repeated in Section 19.48.020 under Development Permits.

Degenerative processes that weaken a building’s structural integrity, such as rot, termite damage, or deficiencies of construction (such as inadequately sized construction members, or inadequate structural connections, or foundations) do not constitute grounds for an exemption from the 50% rule. These are normal conditions that are often encountered in renovation. Only buildings, which have been damaged by a calamity, such as flood, fire, or storm damage, have the possibility of retaining non-conforming rights.

THE CONSEQUENCES OF CHANGING A PROJECT STATUS FROM REMODEL TO NEW CONSTRUCTION ARE:

New buildings must meet all the applicable building and planning standards (such as parking at current rates, density/FAR, setbacks, and height limit), pay the planning fees for a development permit for a new building, and pay all applicable exaction fees for a new building. For some projects it can even mean that the entire building must be torn down, and an entirely new project proposed, for the reason that the remodel-turned-into-new building cannot meet current requirements. There are no exemptions from these circumstances.

Applicants who know prior to commencement of construction that there has been inadequate existing construction, or degenerative processes such as termite damage or rot, or who find these conditions during construction, must immediately consult with Planning and Building and Safety in order to determine what corrective measures (such as replacing termite-ridden studs, for example) would push a project over the 50% mark and qualify it as a new building. This must be done before construction, prior to the point at which corrective action for these existing conditions is taken. Applying for Planning permission after the fact of exceeding the 50% limit does not in any way retain non-conforming status for a building.

Planning Department approval of documents that imply, but do not explicitly state, or which have only partial information, that a building may exceed the 50% rule does not constitute de facto Planning Department approval for a major remodel/new building. Planning permission for a new building or remodel can only be obtained by submitting an application and drawings that clearly and consistently identifies the full scope of new construction. Every set of drawings approved by Planning for new buildings and remodels must contain a demolition plan depicting the full extent of demolition. Inclusion of demolition information on sheets required only by the Department of Building and Safety does not satisfy this requirement. Issuance of permits by the Department of Building and Safety does not in itself constitute Planning permission to exceed the scope of demolition and construction previously approved by the Planning Department. All parties involved in a building project including the architect, property owner, tenant, contractor and subcontractors must be informed of the facts in this notice by the applicant or applicant’s representative in order to ensure that the planning status of buildings as minor remodels is not inadvertently transformed into that of major remodel/new buildings.

I am the applicant or authorized representative for the applicant and I have read and understand the above notice.

APPLICANT REPRESENTATIVE

DATE



Planning Division Permit Application

RENT STABILIZATION NOTICE

PERMIT NUMBERS:

The Rent Stabilization Department (RSHD) maintains records on all residential units, including single family residences and condominiums, which were first issued a certificate of occupancy on or before July 1, 1979, if the unit has been rented or offered for rent at any time since January 1, 1984. **This application will not be deemed complete until the applicant submits a completed form** to the Department of Community Development. RSHD will not sign off for building permit issuance until the form is complete and accurate.

PROPERTY OWNER

NAME _____

PHONE NUMBER _____ FAX _____

CITY _____ STATE _____ ZIP _____

ASSESSORS PARCEL NUMBER _____

Are any units on the property subject to the Rent Stabilization Ordinance of the City of West Hollywood? YES NO
If "yes", enter the Unit Identification and the last rent paid for each unit:

UNIT IDENTIFICATION/ADDRESS:	LAST RENT PAID:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BELOW FOR STAFF USE ONLY

Are all rent registration fees current? YES NO

The following action must be taken prior to RSHD signing off on any demolition or building permits:

- Pay rent registration fees and penalties in the amount of \$ _____ to the City of West Hollywood
- Re-register all units whose tenants moved in after 1996 and that have not been re-registered in order to establish legal MARs for the units;
- Maintain the property free of health, safety, housing code violations;
- Comply with the following requirements for removing property from the rental market:
 - Record properly completed document of intent to remove property with the LA County Recorder;
 - Give 120-day notices with all required contents to all tenants of the property;
 - Give relocation fees to all lower-income tenants;
 - Submit notice of intent to withdraw property to the City of West Hollywood RSHD along with all required documents;
 - Submit to the Rent Stabilization and Housing Department the notice of extension to one-year for all senior and disabled tenants who request the extension.
- Other: _____

RECORDS MANAGER _____ DATE _____



AMENDMENT TO THE ZONING ORDINANCE, ZONING MAP, GENERAL PLAN OR GENERAL PLAN MAP APPLICATION INSTRUCTIONS

An amendment to the Zoning Ordinance, Zoning Map or General Plan may be initiated by the City Council, the Planning Commission or by a member of the public.

All amendments to these documents require two (2) public hearings, first before the Planning Commission to receive their written recommendation and then before the City Council for their decision, which is final.

For each public hearing, noticing is required to surrounding owners and occupants as well as a notice in a local newspaper.

APPLICATION CHECKLIST

The following materials shall be submitted to the Department of Community Development for the Processing of all zoning map, zoning text, general plan text and map amendments:

- Permit Application, including Owner’s Affidavit, completely filled-out (for property in escrow, submit copy of escrow agreement).
- A written narrative explaining the proposed map or text amendment and the reason for requesting it. In cases in which a text amendment is proposed, include a specific proposal for new language.
- A statement making a coherent argument as to why the proposed map or text changes are consistent with the West Hollywood General Plan. The statement should cite specific references to sections of the General Plan.
- Site Plans as described in Site Plan Instructions Sheet (not necessary for text amendments only):
Site plan, floor plan(s), elevations, landscape plans, renderings, Green Building Program Point Sheet and any additional drawings requested in specific circumstances, drawn to scale and folded to a maximum of 8 1/2" x 14." FRONT AND REAR ELEVATIONS MUST SHOW ADJACENT BUILDINGS. (Additional sets will be required prior to final planning approval or prior to any required public hearing.)
You must include:
 - o One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.
 - o Two (2) sets of full sized plans
 - o Two (2) reduced sets at 11" x 17"
- Applications for all related appropriate permits.
- Rent Stabilization Information Sheet (for map changes involving residential properties)
- Environmental Assessment Questionnaire (attached)
- Filing Fee: See Permit Fee Sheet



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



Planning Division Permit Application

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), _____
 hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I (we) hereby authorize _____ (list applicant's name)
 to apply for _____ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)
 for _____ (list type of activity).

PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S) _____
 OWNER(S) SIGNATURE(S) _____
 ADDRESS _____
 CITY, STATE, ZIP CODE _____
 TELEPHONE _____

CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL(S) CORPORATE OFFICER(S)
 PARTNER(S) ATTORNEY-IN-FACT
 TRUSTEE(S) OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) _____

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY'S SIGNATURE _____

SEAL:

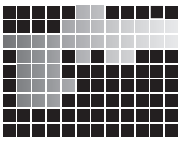
TO ALL APPLICANTS:

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DATE _____



Planning Division Permit Application

SITE PLAN INSTRUCTIONS

Please use the following guidelines in preparing plans for review by the Department of Community Development. Additional information may be deemed necessary for the complete review of the submitted project. Please note that larger projects are subject to the Concurrent Plan Check process.

1. Indicate address and legal description of subject property on plan as well as the name, address, and phone number of the applicant, owner, and architect.
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4. Plan must be drawn to scale, with scale indicated Use Engineer's or Architect's scale: 1" = 10'; 1/4" = 1'; etc.
5. Show all property lines. Do not use the edge of the paper for property lines.
6. Indicate the name of streets or alleys that border the project.
7. Provide a table indicating the subject property's zoning designation and calculations for density, floor area ratio (FAR), and parking requirements on the cover page/title sheet.
8. Existing site plan shall include the following:
 - Existing building footprint(s), square footage(s), number of stories, and land use;
 - Dimensions from all structures to front, side and rear property lines;
 - Existing parking areas, parking stalls, driveways, and turning areas;
 - Dimensions for existing buildings, driveways, and parking spaces;
 - Fences and walls;
 - Labeled landscaped and paved areas;
 - Location and species of trees on property and the diameter of tree trunks;
 - Sidewalks, streets, and curb cuts adjacent to the property;
9. A certified site survey, which is required for demolition and new development. Site surveys shall be stamped and signed by a certified engineer. Survey must indicate dimensioned setbacks of adjacent properties and must include topography contour lines.
10. Proposed site plans shall show all proposed improvements, and include the following:
 - Proposed building footprints, square footage(s), number of stories and land use;
 - Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. (Turning radius and visibility window templates are available at the planning counter);
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 - Dimension all structures to front, side, and rear property lines;
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 - Location, height and materials for all proposed fences and walls;
 - Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190;
 - Sidewalks, streets, and curb cuts adjacent to the property;
 - Location for recycling/trash containers, electrical transformers and other equipment;
11. Proposed front, side and rear building elevations must be fully dimensioned and include the following:
 - Existing adjacent structures on either side of the proposed structure, including height, windows, doors and other key elevation information;
 - Proposed construction and/or alterations;
 - Illustration of building height envelope, and dimensions of proposed height of building;
 - Fences and/or walls and their dimensions,
 - Details of windows, doors, railing and fencing;
 - Location of proposed vents, air conditioning equipment, and all rooftop mechanical equipment;
 - Location of proposed utility meters, transformers, and utility boxes;
 - Location of exterior lighting;
 - Existing and proposed materials and colors.

[continued]



SITE PLAN INSTRUCTIONS, CONT'D.

12. Proposed building floor plans shall be fully dimensioned and include the following:
 - Property lines;
 - Square footage of each room;
 - Interior layout of each floor with rooms labeled for proposed use;
 - Existing and proposed windows and doors;
 - Table indicating the square footage for all common/private open space.
13. Provide a roof plan with dimensions and screening of all rooftop mechanical equipment.
14. Cross sections shall be through the major axis of the building(s) and be at the same scale as the building elevations. Indicate ceiling heights on sections. Additional sections may be requested as needed.
15. Provide a preliminary landscape plan per WHMC 19.26. Include the following:
 - Location of all trees, shrubs, groundcover and turf to be planted;
 - Planting list with species and common names of all materials;
 - Drought tolerance levels of proposed plantings per WHMC 19.26.060.
 - Location and sizes of all existing trees on the subject property and whether they are to be removed;
 - Location of non-vegetative landscape elements, such as paving, fences, retaining walls, planters and arbors.
16. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed "alternative design" complies with the intent of the code as described in WHMC 19.36.265.
17. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.
18. Show the width and location of any public or private easements, such as driveways or utility company right-of ways. If there are none, note this on plans.
19. Show and label any obstructions such as telephone poles or street signs in public right-of-ways. If there are none, note this on plans.
20. If a swimming pool, spa, or hot tub is to be included in the proposed project, dimension setbacks from property lines and indicate the location and screening of all appurtenant equipment per WHMC 19.20.140.
21. For multi-family residential projects, indicate area and dimensions of each private and common open-space area.
22. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.
23. For projects to be presented at a neighborhood meeting, provide a massing model. For permits to be reviewed by the Planning Commission, provide a massing model, and a detailed scale model. Models must be to scale and include buildings adjacent to the subject project. (All major commercial projects or residential projects of three units or more require massing models).
24. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit.

[continued]



FOR NEW CONSTRUCTION:

1. Attach survey of site by licensed surveyor.

FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDING THE FOLLOWING:

1. Type of construction of the building.
2. Occupancy classification of the intended uses with corresponding allowable area calculation for mixed occupancies indicated for each floor.
3. Show accessible path of travel and accessible required exits and entrances with corresponding details to verify compliance with requirements, including minimum exit separation, on plans.
4. Identify accessible parking spaces with corresponding details for verification with requirements, including minimum 8'-2" net height clearance for the parking structure, and Van-accessible access aisle with 8' width on plans.
5. Indicate the height of the structure on all elevation views.
6. Provide accessible rest rooms on the second floor of a building for office use.
7. Show dimensions for the elevator car to be accessible. Elevator cannot be on a required exit path.



Planning Division Permit Application

RENT STABILIZATION NOTICE

PERMIT NUMBERS:

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PROPERTY OWNER

NAME _____

PHONE NUMBER _____ FAX _____

CITY _____ STATE _____ ZIP _____

ASSESSORS PARCEL NUMBER _____

Are any units on the property subject to the Rent Stabilization Ordinance of the City of West Hollywood? YES NO
If "yes", enter the Unit Identification and the last rent paid for each unit:

UNIT IDENTIFICATION/ADDRESS:	LAST RENT PAID:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BELOW FOR STAFF USE ONLY

Are all rent registration fees current? YES NO

The following action must be taken prior to RSHD signing off on any demolition or building permits:

- Pay rent registration fees and penalties in the amount of \$ _____ to the City of West Hollywood
- Re-register all units whose tenants moved in after 1996 and that have not been re-registered in order to establish legal MARs for the units;
- Maintain the property free of health, safety, housing code violations;
- Comply with the following requirements for removing property from the rental market:
 - Record properly completed document of intent to remove property with the LA County Recorder;
 - Give 120-day notices with all required contents to all tenants of the property;
 - Give relocation fees to all lower-income tenants;
 - Submit notice of intent to withdraw property to the City of West Hollywood RSHD along with all required documents;
 - Submit to the Rent Stabilization and Housing Department the notice of extension to one-year for all senior and disabled tenants who request the extension.
- Other: _____

RECORDS MANAGER _____ DATE _____



APPEAL OF: (PERMIT NUMBER(S) OF ALL APPLICABLE CASES)

PROPERTY INFORMATION:

NAME OF BUSINESS OR PROJECT

STREET ADDRESS(ES)

APPEALING THE DECISION OF THE (PLEASE CHECK):

- PLANNING COMMISSION
 DIRECTOR OF COMMUNITY DEVELOPMENT
 HISTORIC PRESERVATION COMMISSION

REASON FOR APPEAL: An appeal must be filed in compliance with Zoning Ordinance Chapter 19.76. All objections that will be raised at the hearing must be included in the appeal packet. Objections must fall into one or more of the following classifications (please check the appropriate categories):

- New information
 Inaccurate or unsupported findings and/or inadequate or excessive conditions by the decision making body, per Resolution(s):
 Technical errors; errors of fact
- _____ (refer to Resolution number(s))

DIRECTIONS: Please use the following guidelines in preparing your appeal. Appeal forms that do not conform to the following instructions by 5:00 P.M. on the tenth (10th) calendar day following the decision will not be accepted.

- State each objection clearly and specifically. FOR EXAMPLE, rather than stating "The project does not comply with the City's zoning ordinance," an application should state that "The project does not comply with Section 19.10.030 of the zoning ordinance regarding permitted uses in CN zones because dry cleaning plants are not listed as an allowable use in this zone." The latter is preferred because it is precise and illuminates relevant information.
- Include all relevant evidence and/or summary of why the evidence submitted is inadequate to support the decision.
- Appeals SHOULD NOT include:
 - Inquiries concerning the project. Any questions should be directed to staff members.
 - Complaints that are not related to the project.
 - Items that are determined by another jurisdiction - such as the County Health Department
- Include the payment for the appeal unless an appeal petition form is completed and submitted.

[continued]



Appeal Application

PETITION FORM

To waive appeal fees, a minimum of fifty (50) signatures is required from any individual who resides in the City, or owns property or a business in the City of West Hollywood, California. (Note: Original signatures must be collected on this form in order to waive fees. Faxed or copied forms will not be accepted. All information requested below must be completely filled in.)

PERMIT NUMBERS: _____
 PROJECT ADDRESS OF APPEAL: _____

I hereby declare under penalty of perjury, that I have read everything on the attached Appeal form. I am (check one):

West Hollywood Resident - Street Address: _____
 West Hollywood Property Owner - Street Address: _____
 West Hollywood Business Owner - Street Address: _____

NAME _____ SIGNATURE _____
 STREET ADDRESS (IF DIFFERENT FROM ABOVE) _____
 CITY, STATE AND ZIP CODE _____

I hereby declare under penalty of perjury, that I have read everything on the attached Appeal form. I am (check one):

West Hollywood Resident - Street Address: _____
 West Hollywood Property Owner - Street Address: _____
 West Hollywood Business Owner - Street Address: _____

NAME _____ SIGNATURE _____
 STREET ADDRESS (IF DIFFERENT FROM ABOVE) _____
 CITY, STATE AND ZIP CODE _____

I hereby declare under penalty of perjury, that I have read everything on the attached Appeal form. I am (check one):

West Hollywood Resident - Street Address: _____
 West Hollywood Property Owner - Street Address: _____
 West Hollywood Business Owner - Street Address: _____

NAME _____ SIGNATURE _____
 STREET ADDRESS (IF DIFFERENT FROM ABOVE) _____
 CITY, STATE AND ZIP CODE _____



INSTRUCTIONS

A Creative Billboard may be approved as a temporary modification to an existing billboard. The following regulations are intended to encourage creatively designed billboards that make a positive visual contribution to Sunset Boulevard and to the overall image of the City.

LIMITATION ON LOCATION Creative Billboards may be approved only within the Sunset Specific Plan (SSP) zoning district and only in conjunction with an existing billboard.

APPROVAL AUTHORITY Creative Billboards are subject to approval by the Director or the Planning Commission based on the proposed length of display of the Creative Billboard. A Director-approved Creative Billboard shall not be subsequently considered for approval or extension by the Commission.

TIME LIMIT

- The Director may approve the placement of a Creative Billboard for a maximum period of six months. NO EXTENSIONS OF THE APPROVED TIME LIMIT ARE PERMITTED and the Creative Billboard shall be removed immediately upon expiration.
- The Commission may approve the placement of a Creative Billboard for a maximum of two years, and may grant extensions of time to the two-year limit at its discretion, provided that the sign continues to meet the intentions and requirements of this section.

STANDARDS The design and location of a Creative Billboard must meet all of the following standards:

- The Creative Billboard shall alter an existing billboard without changing its location, or exceeding the height limitations identified in the Sunset Specific Plan. Any enlargement of the billboard shall be designed as an integral part of the billboard and contribute to the overall creativity of its design.
- The Creative Billboard shall be properly sited and well integrated within the context of its surroundings.
- The Creative Billboard shall not have more impact on public or private views than the building envelope allowed by the Sunset Specific Plan.
- The Creative Billboard shall exhibit one of the following elements:
 - Architectural: The proposed Creative Billboard is compatible with the architectural elements of the structures or site; or
 - Media: The proposed Creative Billboard incorporates neon, unique lighting techniques, electronic graphics, moving or animated mechanical elements, three-dimensional elements, City of West Hollywood logo, or other creative concepts deemed appropriate by the Review Authority. Use of LCD or LED technology as part of a creative sign may only be approved by the Planning Commission
- Moving or changing visuals shall be timed to not cause confusion or interfere with the flow of traffic, or otherwise adversely impact public health, safety, or welfare. Moving or changing visuals shall be designed to minimize the impact on neighboring residential uses.
- The Creative Billboard shall not result in removal or substantial alteration of trees or landscaping in nearby public parks or in the public right-of-way. Any trimming deemed by the City to be reasonable to accommodate a sign shall be undertaken only by the City's Landscape and Maintenance Division.
- Lighting of the Creative Billboard shall be designed to minimize glare onto other properties and uses.

[continued]



Creative Billboard Permit Application

INSTRUCTIONS, CONT'D

PUBLIC NOTICE For Commission-approved Creative Billboards: Public Notice is required in the form of a 1/4 page advertisement in a local newspaper and a mailing to all owners and occupants of parcels within 500 feet of the site where the billboard is proposed. All notification shall be at least 10 days before the Commission hearing.

REVOCACTION Any Creative Billboard approved by the Commission may be subject to revocation or modification in compliance with **Section 19.80.060** of the Zoning Code (Revocation and Modifications).

APPLICATION CHECKLIST

Requests for Creative Billboards on Sunset Boulevard must be submitted with the following:

- A completed Planning Division Permit Application
- A completed Creative Billboard Permit Application Supplement
- Site plan, floor plan(s), elevations, landscape plans, renderings, Green Building Program Point Sheet and any additional drawings requested in specific circumstances, drawn to scale and folded to a maximum of 8 1/2" x 14." FRONT AND REAR ELEVATIONS MUST SHOW ADJACENT BUILDINGS. (Additional sets will be required prior to final planning approval or prior to any required public hearing.)

You must include:

- o One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.
- o Two (2) sets of full sized plans
- o Two (2) reduced sets at 11" x 17"

Indicate the following information in the submitted plans:

- Boundary line of the subject property
- Footprint of buildings
- Building elevations
- Size and location of existing billboards and/or proposed creative billboards. If the application is to alter the size of an existing billboard, the size of the billboard before and after alteration must be included.
- Height of existing or proposed billboard(s) from grade
- Height of existing or proposed billboard(s) from roof surface
- Location and size of any other existing billboard(s) to remain on the property
- Scale drawing of intended design, including color rendering, with specific measurements and statistics for any non-standard parts, reflective surfaces, and extensions of any sorts, including lights.
- Lighting plan, showing location, direction, intensity and color of light sources
- Specification of any noise-making elements and their decibel levels

- Photographs showing all sides of the billboard and showing its current location on the ground or building.
- Filing Fee (See Permit Fee Sheet)



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



CREATIVE BILLBOARD INFORMATION	
HEIGHT TO TOP OF BILLBOARD MEASURED FROM GRADE:	
IF ON A BUILDING, HEIGHT TO TOP OF BILLBOARD MEASURED FROM ROOF SURFACE	
DIMENSIONS OF BILLBOARD	SQUARE FOOTAGE OF BILLBOARD

Describe those characteristics of the Creative Billboard which differentiate it from a traditional flat surface billboard: (enlarged size, irregular shape flashing lights, moving parts, inflated additions, electronic media, participatory attributes, three dimensional or structural projections)

Creative Billboards can be approved only if the Community Development Director only if the the following findings can be made. In the space provided, please indicate how the proposed Creative Billboard meets these requirements:

The Creative Billboard is properly sited and well integrated into its context.

The Creative Billboard does not impact public views.

The Creative Billboard exhibits one of the following elements:

Architectural: The proposed billboard structure is compatible with and enhances the architectural elements of the building(s) or site; or

Media: The proposed billboard structure incorporates neon, unusual lighting techniques, electronics, graphics, moving parts or other creative concepts deemed appropriate by the Director of Community Development.

OTHER EXISTING BILLBOARDS ON SITE	
HEIGHT TO TOP OF BILLBOARD MEASURED FROM GRADE:	
IF ON A BUILDING, HEIGHT TO TOP OF BILLBOARD MEASURED FROM ROOF SURFACE	
DIMENSIONS OF BILLBOARD	SQUARE FOOTAGE OF BILLBOARD



INSTRUCTIONS

THE FOLLOWING INFORMATION APPLIES ONLY WITHIN THE SSP (SUNSET SPECIFIC PLAN) ZONING DISTRICT at locations identified in the City's Sunset Boulevard Billboard Inventory for existing billboards and at locations expressly identified in the SSP as possible sites for new billboards. No more than one new billboard may be incorporated into any parcel or lot.

(In all other locations in the City of West Hollywood, billboards that were legally constructed prior to City Incorporation are now "non-conforming uses." Permits for new billboards or replacement of existing billboards may not be issued in these locations.)

Existing billboards and support structures may be replaced provided that the dimensions of the billboard are not increased and the billboard is replaced substantially in the same location as the previous billboard in compliance with the Zoning Code.

ADJUSTMENTS/REPLACEMENTS OF EXISTING BILLBOARDS REQUIRE THE COMMUNITY DEVELOPMENT DIRECTOR'S APPROVAL AND MUST MEET THE FOLLOWING STANDARDS:

1. The height of the replacement billboard shall not exceed the height of the previous billboard. If the billboard was higher than the height allowed by the Sunset Specific Plan, then none of the following provisions shall apply and the billboard must be replaced in exactly the same location and dimensions as previously existed. Notwithstanding this paragraph, the billboard may be relocated below or up to the height limit and adjusted as described below.
2. The location of the replacement billboard shall not vary more than five feet in a side-to-side or front-to-back direction from the previous location. In no case shall the billboard be located closer than three feet from a front property line unless already existing in that location.
3. The position of the replacement billboard face shall not vary more than 10 degrees of rotation from the previous position.

In certain specific situations, new billboards are permitted. NEW BILLBOARDS REQUIRE THE PLANNING COMMISSION'S APPROVAL AND MUST MEET ALL OF THE FOLLOWING STANDARDS:

1. Billboards must be located, designed, constructed and maintained in compliance with the provisions of the Sunset Specific Plan (SSP).
2. A site or parcel is allowed to have only one new billboard and this is further limited to sites that are specifically identified in the SSP.
3. A new billboard is permitted only in conjunction with new construction of at least 10,000 square feet or a substantial remodel, pursuant to Section 19.48.020.E of the Zoning Code.

ADDITION OF SECOND BILLBOARD FACE. In some situations, the Code allows a second billboard face to be added to an existing billboard in order to cover the unsightly supporting back structure of the existing billboard.

ADDITION OF A SECOND FACE TO AN EXISTING BILLBOARD REQUIRES A PUBLIC HEARING AND APPROVAL BY THE PLANNING COMMISSION AND MUST MEET **ALL** OF THE FOLLOWING CRITERIA:

1. The new billboard face may be no larger than the existing billboard face and no part of the new billboard face may exceed the dimensions of the existing face.
2. The height of the billboard may not be increased.

[continued]



INSTRUCTIONS, CONT'D

3. If the existing billboard height exceeds the height limitation of the zoning district, the existing billboard **must be lowered** to comply with the height limitation of the Sunset Specific Plan. **However, for rooftop-mounted billboards only**, a second side may be allowed above the height limit if the existing billboard is kept in the **exact** location with no change of angle. Second faces on rooftop billboards are only allowed if both the existing face and the proposed second billboard face are fully visible from a point along Sunset Boulevard at ground level and the proposed second billboard face otherwise meets all Code requirements.
4. The angle of the billboard in relation to Sunset Boulevard may not be changed by more than 10 degrees, based on a certified survey.
5. The new billboard face must be visible from a generally stand perpendicular to Sunset Boulevard.
6. Existing vegetation may not be removed or significantly trimmed in order to create a view corridor for the second billboard face.
7. One-sided billboard faces that are part of an existing "V-shaped" billboard may not be converted into a two-sided billboard.
8. The addition of a second face may not create a "V-shaped" billboard.
9. The angle of the billboard may be changed only once.
10. Any change in the angle of the billboard shall not have a negative impact on any residential property.
11. The maximum distance that will be allowed between billboard faces is six (6) feet. The new billboard face must be mounted on the same support structure as the existing billboard.
12. The new billboard face must serve to effectively screen the back supporting structure of the existing billboard.

Application Checklist

Requests for Standard Billboards on Sunset Boulevard must be submitted with the following:

- A completed Planning Division Permit Application
- A completed Standard Billboard Application Supplement
- Site plan, floor plan(s), elevations, landscape plans, renderings, Green Building Program Point Sheet and any additional drawings requested in specific circumstances, drawn to scale and folded to a maximum of 8 1/2" x 14." FRONT AND REAR ELEVATIONS MUST SHOW ADJACENT BUILDINGS. (Additional sets will be required prior to final planning approval or prior to any required public hearing.)

You must include:

- One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.
- Two (2) sets of full sized plans
- Two (2) reduced sets at 11" x 17"

The plans must include the following information:

- Boundary lines of the subject property
- Footprints of buildings
- A certified survey providing the size, height, angle of the existing billboard in relation to Sunset Boulevard, any buildings on the property and trees on the property or adjacent properties.
- A scaled drawing of and/or proposed creative billboards.
- Height of existing and/or proposed billboard(s) from grade
- Height of existing and/or proposed billboard(s) from roof surface
- Location and size of any other existing billboard(s) to remain on the property
- Proof that the application meets all Code standards in order to qualify for the requested billboard

- Photographs showing all sides of the billboard and showing its current location on the ground or building.
- Filing Fee (See Permit Fee Sheet)



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



BILLBOARD INFORMATION

PLEASE FILL OUT FOR ALL EXISTING AND NEW BILLBOARDS

This application is for (check appropriate box):

- Legalization of an existing billboard
- Replacement and/or repositioning of an existing billboard
- A new billboard integrated into new construction or a substantial remodel
- Enlargement of one side of an existing two-sided billboard
- Conversion of an existing single-sided billboard into a double-sided billboard

FOR LEGALIZATION, REPLACEMENT AND REPOSITIONING OF EXISTING BILLBOARDS

EXISTING BILLBOARD TO BE LEGALIZED, REPLACED OR REPOSITIONED

HEIGHT TO TOP OF BILLBOARD MEASURED FROM GRADE _____

IF ON A BUILDING, HEIGHT TO TOP OF BILLBOARD MEASURED FROM ROOF SURFACE _____

DIMENSIONS OF BILLBOARD _____ SQUARE FOOTAGE OF BILLBOARD _____

REPLACEMENT OR REPOSITIONED PROPOSED BILLBOARD

HEIGHT TO TOP OF BILLBOARD MEASURED FROM GRADE _____

IF ON A BUILDING, HEIGHT TO TOP OF BILLBOARD MEASURED FROM ROOF SURFACE _____

DIMENSIONS OF BILLBOARD _____ SQUARE FOOTAGE OF BILLBOARD _____

IF REPOSITIONING AN EXISTING BILLBOARD, SITE PLANS MUST BE SUBMITTED WHICH CLEARLY SHOW THE LOCATIONS OF BOTH THE EXISTING AND PROPOSED NEW BILLBOARD STRUCTURES

FOR NEW BILLBOARDS IN CONJUNCTION WITH NEW DEVELOPMENT:

NEW BILLBOARD

HEIGHT TO BOTTOM OF BILLBOARD MEASURED FROM GRADE _____

HEIGHT TO TOP OF BILLBOARD MEASURED FROM GRADE _____

DIMENSIONS OF BILLBOARD _____ SQUARE FOOTAGE OF BILLBOARD _____

SQUARE FOOTAGE OF PROPOSED NEW DEVELOPMENT _____

Describe how the proposed billboard is integrated into the context of the proposed new development or substantial remodel:

[continued]



FOR ENLARGEMENT OF ONE SIDE OF A TWO-SIDED BILLBOARD

FOR THE EXISTING BILLBOARD TO REMAIN

HEIGHT TO TOP OF BILLBOARD MEASURED FROM GRADE

IF ON A BUILDING, HEIGHT TO TOP OF BILLBOARD MEASURED FROM ROOF SURFACE

DIMENSIONS OF BILLBOARD SQ. FOOTAGE OF BILLBOARD

FOR THE BILLBOARD TO BE ENLARGED

HEIGHT TO TOP OF EXISTING BILLBOARD MEASURED FROM GRADE

IF ON A BUILDING, HEIGHT TO TOP OF EXISTING BILLBOARD MEASURED FROM ROOF SURFACE

DIMENSIONS OF BILLBOARD SQ. FOOTAGE OF BILLBOARD

HEIGHT TO TOP OF ENLARGED BILLBOARD MEASURED FROM GRADE

IF ON A BUILDING, HEIGHT TO TOP OF ENLARGED BILLBOARD MEASURED FROM ROOF SURFACE

DIMENSIONS OF ENLARGED BILLBOARD SQ. FOOTAGE OF ENLARGED BILLBOARD

FOR CONVERSION OF A SINGLE-SIDED BILLBOARD INTO A TWO-SIDED BILLBOARD

FOR THE EXISTING BILLBOARD TO REMAIN

HEIGHT TO TOP OF BILLBOARD MEASURED FROM GRADE

IF ON A BUILDING, HEIGHT TO TOP OF BILLBOARD MEASURED FROM ROOF SURFACE

DIMENSIONS OF BILLBOARD SQUARE FOOTAGE OF BILLBOARD

NEW SECOND FACE OF BILLBOARD

HEIGHT TO TOP OF BILLBOARD MEASURED FROM GRADE

IF ON A BUILDING, HEIGHT TO TOP OF BILLBOARD MEASURED FROM ROOF SURFACE

DIMENSIONS OF BILLBOARD SQUARE FOOTAGE OF BILLBOARD

Please answer the following questions regarding the proposed project.

Does the new billboard face exceed the size of the existing billboard face? Does any part of the new billboard face exceed the dimensions of the existing face?

Identify the maximum allowed height for the site under the Sunset Specific Plan. Does the height of the existing billboard exceed the allowable height?

Will the angle of the billboard in relation to Sunset Boulevard change? If so, by how many degrees will it change?

Is the new billboard face visible from Sunset Boulevard and is it generally perpendicular to Sunset Boulevard?

Are there any existing trees on the site or in the nearby public right of way? (If so, please show them on the site plans.)

Is the existing billboard face part of the "V-shaped" billboard?

Will the addition of a second face create a "V-shaped" billboard?

Has the angle of the billboard ever been changed?

Will the new billboard face effectively screen the back supporting structure of the existing billboard?



Certificate of Appropriateness Application

INSTRUCTIONS

The Zoning Ordinance requires a Certificate of Appropriateness (C of A) for the alteration, demolition, or removal of any individual cultural resource or any contributing cultural resource within a historic district, and for any alteration, demolition, or removal of any potential cultural resource. Examples of work requiring a Certificate of Appropriateness include:

- Replacement of windows and/or doors
- Re-roofing
- Remodeling that alters the exterior of the building (in some cases, the interior of the building may also need a C of A)
- Seismic retrofitting of the structure
- Re-surfacing the building exterior
- Adding an addition
- Adding outdoor dining
- Relocating a structure
- Demolishing a structure

The purpose of the C of A is to protect structures from inappropriate alterations. In most cases, a C of A requires approval by the Historic Preservation Commission (HPC) at their monthly meetings. At these meetings, the HPC reviews the request to ensure that the proposed work is consistent with the Secretary of Interior Standards and Zoning Ordinance requirements. The HPC is able to give the property owner or applicant expert advice and guidance on proposed alterations.

The Director may approve a C of A for minor architectural elements and details, paint or other colorings or finishes, minor site improvements, or signage. When approving a C of A, the Director, like the HPC, must make all of the findings found in the Zoning Ordinance, but no public hearing or notice are required.

APPLICATION CHECKLIST

The items below must be included with your application:

- Completed Planning Division Permit Application.
- Completed Owner's Affidavit.
- Site plan, floor plan(s), elevations, landscape plans, renderings, Green Building Program Point Sheet and any additional drawings requested in specific circumstances, drawn to scale and folded to a maximum of 8 1/2" x 14." FRONT AND REAR ELEVATIONS MUST SHOW ADJACENT BUILDINGS. (Additional sets will be required prior to final planning approval or prior to any required public hearing.)
You must include:
 - One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.
 - Six (6) sets of full sized plans
 - Six (6) reduced (11" x 17" or 8 1/2" x 11") copies of all plans

Materials, colors, textures, glass types, etc., must be specified on all plans.

- Photographs of all four views of subject property . In addition, photographs showing the area affected by the proposed work.
- Details of any signs, awnings (if appropriate).
- Narrative describing how work complies with Secretary of Interior standards for rehabilitation (see attached page)



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



Planning Division Permit Application

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), _____
 hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I (we) hereby authorize _____ (list applicant's name)
 to apply for _____ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)
 for _____ (list type of activity).

PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S) _____
 OWNER(S) SIGNATURE(S) _____
 ADDRESS _____
 CITY, STATE, ZIP CODE _____
 TELEPHONE _____

CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL(S) CORPORATE OFFICER(S)
 PARTNER(S) ATTORNEY-IN-FACT
 TRUSTEE(S) OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) _____

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY'S SIGNATURE _____

SEAL:

TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE _____

DATE _____



Planning Division Permit Application

SITE PLAN INSTRUCTIONS

Please use the following guidelines in preparing plans for review by the Department of Community Development. Additional information may be deemed necessary for the complete review of the submitted project. Please note that larger projects are subject to the Concurrent Plan Check process.

1. Indicate address and legal description of subject property on plan as well as the name, address, and phone number of the applicant, owner, and architect.
2. Include an index sheet with all plan sets.
3. Provide north indication arrow, and orient plans with north toward the top.
4. Plan must be drawn to scale, with scale indicated Use Engineer's or Architect's scale: 1" = 10'; 1/4" = 1'; etc.
5. Show all property lines. Do not use the edge of the paper for property lines.
6. Indicate the name of streets or alleys that border the project.
7. Provide a table indicating the subject property's zoning designation and calculations for density, floor area ratio (FAR), and parking requirements on the cover page/title sheet.
8. Existing site plan shall include the following:
 - Existing building footprint(s), square footage(s), number of stories, and land use;
 - Dimensions from all structures to front, side and rear property lines;
 - Existing parking areas, parking stalls, driveways, and turning areas;
 - Dimensions for existing buildings, driveways, and parking spaces;
 - Fences and walls;
 - Labeled landscaped and paved areas;
 - Location and species of trees on property and the diameter of tree trunks;
 - Sidewalks, streets, and curb cuts adjacent to the property;
9. A certified site survey, which is required for demolition and new development. Site surveys shall be stamped and signed by a certified engineer. Survey must indicate dimensioned setbacks of adjacent properties and must include topography contour lines.
10. Proposed site plans shall show all proposed improvements, and include the following:
 - Proposed building footprints, square footage(s), number of stories and land use;
 - Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. (Turning radius and visibility window templates are available at the planning counter);
 - Dimensions for proposed buildings, driveways, parking spaces, and vehicle back-up areas;
 - Dimension all structures to front, side, and rear property lines;
 - Labeled all landscaped and paved areas, including stoops and paths;
 - Location, height and materials for all proposed fences and walls;
 - Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190;
 - Sidewalks, streets, and curb cuts adjacent to the property;
 - Location for recycling/trash containers, electrical transformers and other equipment;
11. Proposed front, side and rear building elevations must be fully dimensioned and include the following:
 - Existing adjacent structures on either side of the proposed structure, including height, windows, doors and other key elevation information;
 - Proposed construction and/or alterations;
 - Illustration of building height envelope, and dimensions of proposed height of building;
 - Fences and/or walls and their dimensions,
 - Details of windows, doors, railing and fencing;
 - Location of proposed vents, air conditioning equipment, and all rooftop mechanical equipment;
 - Location of proposed utility meters, transformers, and utility boxes;
 - Location of exterior lighting;
 - Existing and proposed materials and colors.

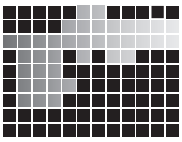
[continued]



SITE PLAN INSTRUCTIONS, CONT'D.

12. Proposed building floor plans shall be fully dimensioned and include the following:
 - Property lines;
 - Square footage of each room;
 - Interior layout of each floor with rooms labeled for proposed use;
 - Existing and proposed windows and doors;
 - Table indicating the square footage for all common/private open space.
13. Provide a roof plan with dimensions and screening of all rooftop mechanical equipment.
14. Cross sections shall be through the major axis of the building(s) and be at the same scale as the building elevations. Indicate ceiling heights on sections. Additional sections may be requested as needed.
15. Provide a preliminary landscape plan per WHMC 19.26. Include the following:
 - Location of all trees, shrubs, groundcover and turf to be planted;
 - Planting list with species and common names of all materials;
 - Drought tolerance levels of proposed plantings per WHMC 19.26.060.
 - Location and sizes of all existing trees on the subject property and whether they are to be removed;
 - Location of non-vegetative landscape elements, such as paving, fences, retaining walls, planters and arbors.
16. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed "alternative design" complies with the intent of the code as described in WHMC 19.36.265.
17. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.
18. Show the width and location of any public or private easements, such as driveways or utility company right-of ways. If there are none, note this on plans.
19. Show and label any obstructions such as telephone poles or street signs in public right-of-ways. If there are none, note this on plans.
20. If a swimming pool, spa, or hot tub is to be included in the proposed project, dimension setbacks from property lines and indicate the location and screening of all appurtenant equipment per WHMC 19.20.140.
21. For multi-family residential projects, indicate area and dimensions of each private and common open-space area.
22. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.
23. For projects to be presented at a neighborhood meeting, provide a massing model. For permits to be reviewed by the Planning Commission, provide a massing model, and a detailed scale model. Models must be to scale and include buildings adjacent to the subject project. (All major commercial projects or residential projects of three units or more require massing models).
24. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit.

[continued]



FOR NEW CONSTRUCTION:

1. Attach survey of site by licensed surveyor.

FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDING THE FOLLOWING:

1. Type of construction of the building.
2. Occupancy classification of the intended uses with corresponding allowable area calculation for mixed occupancies indicated for each floor.
3. Show accessible path of travel and accessible required exits and entrances with corresponding details to verify compliance with requirements, including minimum exit separation, on plans.
4. Identify accessible parking spaces with corresponding details for verification with requirements, including minimum 8'-2" net height clearance for the parking structure, and Van-accessible access aisle with 8' width on plans.
5. Indicate the height of the structure on all elevation views.
6. Provide accessible rest rooms on the second floor of a building for office use.
7. Show dimensions for the elevator car to be accessible. Elevator cannot be on a required exit path.



STANDARDS FOR REHABILITATION

STANDARDS FOR REHABILITATION

- 1 A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- 2 The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
- 3 Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- 4 Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- 5 Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- 6 Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
- 7 Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- 8 Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- 9 New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- 10 New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



Conditional Use Permit Application

INSTRUCTIONS

Certain land uses, although allowed in particular zoning districts, are only permitted under special conditions. These uses generally require conditional use permits. The Planning Commission or the Director of Community Development must review these uses through a public hearing process before making a decision to approve or deny the request.

The Planning Commission's or the Director's decision to approve or deny a Conditional Use Permit will be made only after considering evidence given by the applicant, adjacent property owners, the staff, and any other interested parties. A notice is posted on the property involved stating the nature and some details of the request as well as the time and place of the public hearing. Neighbors are notified in writing of the hearing, and a legal advertisement appears in a local newspaper circulated throughout West Hollywood.

Once you have applied for a Conditional Use Permit, you are encouraged to work with the project planner to provide information, or possibly revise your plans if necessary to conform with the West Hollywood Code and mitigate any impacts prior to scheduling the public hearing. The project planner notifies you of the public hearing date and prepares a report that makes a recommendation to the Planning Commission. The project planner will give you a copy of that report prior to the meeting. You must attend the public hearing, where you will be given time to speak as the applicant and will be asked to clarify questions raised by the Planning Commissioners or others present at the hearing.

The decision of the Planning Commission of the Director of Community Development may be appealed to the City Council within ten (10) days of the public hearing decision. An appeals body will then hold an additional public hearing on the matter.

APPLICATION CHECKLIST

The following materials must be submitted to the Department of Community Development for the processing of a Minor or Major Conditional Use Permit request:

- Planning Division Permit Application with Owner's Affidavit (for property in escrow, submit copy of escrow agreement).
- A written narrative explaining the nature and intent of the project.
- Findings of Fact.
- Photographs of all four views of subject property and both sides of the street. In addition, include a photosimulation showing the proposed project in relation to the existing streetscape.
- Site plan, floor plan(s), elevations, landscape plans, renderings, Green Building Program Point Sheet and any additional drawings requested in specific circumstances, drawn to scale and folded to a maximum of 8 1/2" x 14." FRONT AND REAR ELEVATIONS MUST SHOW ADJACENT BUILDINGS. (Additional sets will be required prior to final planning approval or prior to any required public hearing.)
You must include:
 - o One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.
 - o Two (2) sets of full sized plans
 - o Two (2) reduced sets at 11" x 17"
- Rent Stabilization Info Sheet (for residential properties)
- Filing Fee: See Permit Fee Sheet
- Environmental Assessment Questionnaire (for Major CUP's only)

[continued]



The Director of Community Development or City Planning Commission, in approving an application for a Conditional Use Permit (minor or major), may impose such conditions as are deemed necessary to insure that such use will be in accordance with the "Findings of Fact". Conditions imposed may involve any pertinent factors affecting the establishment, operation and maintenance of the requested use, including **but not limited to**:

- Special yards, open spaces and buffer areas
- Fences and walls
- Parking facilities, including vehicular ingress and egress and the surfacing of parking areas and driveways to specified standards
- Street and highway dedications and improvements, including sidewalks, curbs and gutters
- Water supply and fire protection
- Landscaping and maintenance of grounds
- Regulation of nuisance factors such as noise, vibrations, smoke, dust, dirt, odors, gases, noxious matter, heat, glare, electromagnetic disturbances and radiation
- Regulation of operating hours for activities affecting normal neighborhood schedules and functions
- Regulation of signs
- A specified validation period limiting the time in which development must commence
- Provisions for a bond or other surety that the proposed conditional use will be removed on or before a specified date
- Provisions for adequate public services or in-lieu fees to meet the needs caused by the use, e.g., child care services, social services, etc.
- Such other conditions as well make possible the development of the proposed conditional use in an orderly and efficient manner and in general accord with all elements of the General Plan, and the intent of the Zoning Ordinance



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



Planning Division Permit Application

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), _____
 hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I (we) hereby authorize _____ (list applicant's name)
 to apply for _____ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)
 for _____ (list type of activity).

PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S) _____
 OWNER(S) SIGNATURE(S) _____
 ADDRESS _____
 CITY, STATE, ZIP CODE _____
 TELEPHONE _____

CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL(S) CORPORATE OFFICER(S)
 PARTNER(S) ATTORNEY-IN-FACT
 TRUSTEE(S) OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) _____

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY'S SIGNATURE _____

SEAL:

TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE _____

DATE _____



CONDITIONAL USE PERMIT FINDINGS OF FACT

In addition to the information required in the Development Application, the applicant shall substantiate to the satisfaction of the Director of Community Development the following findings of fact, as required by Section 19.52.040.

Please answer in complete sentences.

YES OR NO RESPONSES ARE NOT ACCEPTABLE. PLEASE ATTACH ADDITIONAL INFORMATION AS NEEDED.

1 The proposed use is allowed within the applicable zoning district with Conditional Use Permit approval, and complies with all other applicable provisions of this Zoning ordinance and the Municipal Code.

2 The proposed use is consistent with the General Plan and any applicable Specific Plan.

3 The site is physically adequate for the type, density, and intensity (e.g., number of employees and customers) of use being proposed, including provision of services (e.g., sanitation and water), public access, and the absence of physical constraints.

What is the zoning designation of the subject site? _____

4 The design, location, size, and operating characteristics of the proposed use are compatible with the existing and future land uses on-site and in the vicinity of the subject property.

5 The establishment, maintenance, or operation of the proposed use at the location proposed will not endanger, jeopardize, or otherwise constitute a menace to the public convenience, health, interest, safety, or the general welfare of persons residing or working in the vicinity of the proposed use.



Planning Division Permit Application

RENT STABILIZATION NOTICE

PERMIT NUMBERS:

The Rent Stabilization Department (RSHD) maintains records on all residential units, including single family residences and condominiums, which were first issued a certificate of occupancy on or before July 1, 1979, if the unit has been rented or offered for rent at any time since January 1, 1984. **This application will not be deemed complete until the applicant submits a completed form** to the Department of Community Development. RSHD will not sign off for building permit issuance until the form is complete and accurate.

PROPERTY OWNER

NAME _____

PHONE NUMBER _____ FAX _____

CITY _____ STATE _____ ZIP _____

ASSESSORS PARCEL NUMBER _____

Are any units on the property subject to the Rent Stabilization Ordinance of the City of West Hollywood? YES NO
If "yes", enter the Unit Identification and the last rent paid for each unit:

UNIT IDENTIFICATION/ADDRESS:	LAST RENT PAID:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BELOW FOR STAFF USE ONLY

Are all rent registration fees current? YES NO

The following action must be taken prior to RSHD signing off on any demolition or building permits:

- Pay rent registration fees and penalties in the amount of \$ _____ to the City of West Hollywood
- Re-register all units whose tenants moved in after 1996 and that have not been re-registered in order to establish legal MARs for the units;
- Maintain the property free of health, safety, housing code violations;
- Comply with the following requirements for removing property from the rental market:
 - Record properly completed document of intent to remove property with the LA County Recorder;
 - Give 120-day notices with all required contents to all tenants of the property;
 - Give relocation fees to all lower-income tenants;
 - Submit notice of intent to withdraw property to the City of West Hollywood RSHD along with all required documents;
 - Submit to the Rent Stabilization and Housing Department the notice of extension to one-year for all senior and disabled tenants who request the extension.
- Other: _____

RECORDS MANAGER

DATE



Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE

I. If a project is subject to the requirements of the California Environmental Quality Act and not exempted under any of the provisions of the Guidelines for Implementation of CEQA, the City is required to conduct an initial study to determine if the project may have a significant effect on the environment. This Environmental information Form shall be completed and submitted to the Department of Community Development. Any other permit application, not including a Building Permit, required by the Department of Community development shall be filed concurrently with the attached form.

II. The following information and data shall accompany the Environmental Questionnaire form:

- A. Photographs of the area in sufficient detail to depict existing physical conditions in the project area.**
- B. A boundary map clearly outlining the boundaries of the site.**

 APPLICANT/AUTHORIZED AGENT NAME

 STREET

 CITY STATE ZIP

 HOME PHONE BUSINESS PHONE

 E-MAIL

1.0 PROJECT DESCRIPTION

1.1 Nature of Project (Please give complete description of proposed project):

1.2 Location of Project (Address, nearest street intersections):

1.3 Existing Zoning District:

1.4 List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:



Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

1.5 What is the surrounding land use to the:

NORTH

SOUTH

EAST

WEST

1.6 If the project is commercial or industrial, give a complete description of activities and other pertinent information including but not limited to estimated employment per shift, and any potential hazardous materials which may be used, etc.

1.7 If the project is residential, indicate number, types and size of units and associated facilities:

1.8 If the project is institutional, indicate the major function, estimated employment per shift and maximum occupancy:

1.9 Describe any change in existing features of any hills or substantial alteration of ground contours:

1.10 Describe any change in scenic views or vistas from existing residential areas or public lands or roads:

1.11 Project land area (square footage): _____

1.12 Number of parking spaces: _____

1.13 Square feet of building area: _____

1.14 Numbers of floors: _____

1.15 Height of tallest structure involved in project: _____

1.16 Proposed scheduling and anticipated incremental development:



Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

2.0 LAND FORM

2.1 Is the site presently graded? _____

2.2 Indicate the gross cubic yard of grading proposed: _____

2.3 What will be the maximum height and grade or fill after grading is completed?

3.0 VEGETATION

3.1 Attach a map indicating the location, type, and size of trees located on site. Indicate below the number, type and size of trees to be removed as a result of the project:

4.0 AIR QUALITY

4.1 If the project is industrial, describe and list air pollution sources and quantity and types of pollutants emitted as a result of the project:

5.0 NOISE

5.1 What noise will be produced by the property? If available, please give noise levels in decibel measurement and typical time distribution when noise will be produced.

5.2 How will noise produced by the project compare with existing noise levels?

6.0 TRAFFIC

6.1 Approximately how much traffic will be generated by the project?

- 0-50 vehicular trips per day
- 50 - 250 vehicular trips per day
- 250 - 500 vehicular trips per day
- 500 or more vehicular trips per day

7.0 PUBLIC SERVICES AND FACILITIES

7.1 Will the project require installation or replacement of new water lines? _____

7.2 Please estimate the daily water volume in gallons required to serve the project: _____

7.3 Will the project require installation or replacement of new sewer lines? _____

7.4 Please indicate the approximate amount of sewage generated from the project (pounds/day): _____

7.5 Describe the type and amount (pounds/day) of solid waste generated by the project: _____



Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

8.0 POPULATION DISPLACEMENT

8.1 Will any residential occupants be displaced by the project activities? _____

8.2 Describe briefly the type of buildings or improvements to be demolished by the project:

9.0 MUNICIPAL SERVICES

9.1 Indicate any substantial change in the demand for municipal services (i.e. police, fire, etc.):

10.0 MITIGATING MEASURES

10.1 What are included in the project which may conserve or protect the following: Nonrenewable resources, e.g., electricity, gas, water / Flora and fauna / Water:

10.2 What measures are proposed in the design of the project, e.g., architectural treatment and landscaping which have been coordinated with the design of the existing community to minimize visual effect? Please describe:

I CERTIFY THAT THE INFORMATION HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

DATE



Planning Division Permit Application

SITE PLAN INSTRUCTIONS

Please use the following guidelines in preparing plans for review by the Department of Community Development. Additional information may be deemed necessary for the complete review of the submitted project. Please note that larger projects are subject to the Concurrent Plan Check process.

1. Indicate address and legal description of subject property on plan as well as the name, address, and phone number of the applicant, owner, and architect.
2. Include an index sheet with all plan sets.
3. Provide north indication arrow, and orient plans with north toward the top.
4. Plan must be drawn to scale, with scale indicated Use Engineer's or Architect's scale: 1" = 10'; 1/4" = 1'; etc.
5. Show all property lines. Do not use the edge of the paper for property lines.
6. Indicate the name of streets or alleys that border the project.
7. Provide a table indicating the subject property's zoning designation and calculations for density, floor area ratio (FAR), and parking requirements on the cover page/title sheet.
8. Existing site plan shall include the following:
 - Existing building footprint(s), square footage(s), number of stories, and land use;
 - Dimensions from all structures to front, side and rear property lines;
 - Existing parking areas, parking stalls, driveways, and turning areas;
 - Dimensions for existing buildings, driveways, and parking spaces;
 - Fences and walls;
 - Labeled landscaped and paved areas;
 - Location and species of trees on property and the diameter of tree trunks;
 - Sidewalks, streets, and curb cuts adjacent to the property;
9. A certified site survey, which is required for demolition and new development. Site surveys shall be stamped and signed by a certified engineer. Survey must indicate dimensioned setbacks of adjacent properties and must include topography contour lines.
10. Proposed site plans shall show all proposed improvements, and include the following:
 - Proposed building footprints, square footage(s), number of stories and land use;
 - Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. (Turning radius and visibility window templates are available at the planning counter);
 - Dimensions for proposed buildings, driveways, parking spaces, and vehicle back-up areas;
 - Dimension all structures to front, side, and rear property lines;
 - Labeled all landscaped and paved areas, including stoops and paths;
 - Location, height and materials for all proposed fences and walls;
 - Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190;
 - Sidewalks, streets, and curb cuts adjacent to the property;
 - Location for recycling/trash containers, electrical transformers and other equipment;
11. Proposed front, side and rear building elevations must be fully dimensioned and include the following:
 - Existing adjacent structures on either side of the proposed structure, including height, windows, doors and other key elevation information;
 - Proposed construction and/or alterations;
 - Illustration of building height envelope, and dimensions of proposed height of building;
 - Fences and/or walls and their dimensions,
 - Details of windows, doors, railing and fencing;
 - Location of proposed vents, air conditioning equipment, and all rooftop mechanical equipment;
 - Location of proposed utility meters, transformers, and utility boxes;
 - Location of exterior lighting;
 - Existing and proposed materials and colors.

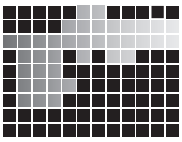
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SITE PLAN INSTRUCTIONS, CONT'D.

12. Proposed building floor plans shall be fully dimensioned and include the following:
 - Property lines;
 - Square footage of each room;
 - Interior layout of each floor with rooms labeled for proposed use;
 - Existing and proposed windows and doors;
 - Table indicating the square footage for all common/private open space.
13. Provide a roof plan with dimensions and screening of all rooftop mechanical equipment.
14. Cross sections shall be through the major axis of the building(s) and be at the same scale as the building elevations. Indicate ceiling heights on sections. Additional sections may be requested as needed.
15. Provide a preliminary landscape plan per WHMC 19.26. Include the following:
 - Location of all trees, shrubs, groundcover and turf to be planted;
 - Planting list with species and common names of all materials;
 - Drought tolerance levels of proposed plantings per WHMC 19.26.060.
 - Location and sizes of all existing trees on the subject property and whether they are to be removed;
 - Location of non-vegetative landscape elements, such as paving, fences, retaining walls, planters and arbors.
16. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed "alternative design" complies with the intent of the code as described in WHMC 19.36.265.
17. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.
18. Show the width and location of any public or private easements, such as driveways or utility company right-of ways. If there are none, note this on plans.
19. Show and label any obstructions such as telephone poles or street signs in public right-of-ways. If there are none, note this on plans.
20. If a swimming pool, spa, or hot tub is to be included in the proposed project, dimension setbacks from property lines and indicate the location and screening of all appurtenant equipment per WHMC 19.20.140.
21. For multi-family residential projects, indicate area and dimensions of each private and common open-space area.
22. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.
23. For projects to be presented at a neighborhood meeting, provide a massing model. For permits to be reviewed by the Planning Commission, provide a massing model, and a detailed scale model. Models must be to scale and include buildings adjacent to the subject project. (All major commercial projects or residential projects of three units or more require massing models).
24. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit.

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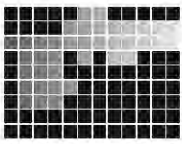


FOR NEW CONSTRUCTION:

1. Attach survey of site by licensed surveyor.

FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDING THE FOLLOWING:

1. Type of construction of the building.
2. Occupancy classification of the intended uses with corresponding allowable area calculation for mixed occupancies indicated for each floor.
3. Show accessible path of travel and accessible required exits and entrances with corresponding details to verify compliance with requirements, including minimum exit separation, on plans.
4. Identify accessible parking spaces with corresponding details for verification with requirements, including minimum 8'-2" net height clearance for the parking structure, and Van-accessible access aisle with 8' width on plans.
5. Indicate the height of the structure on all elevation views.
6. Provide accessible rest rooms on the second floor of a building for office use.
7. Show dimensions for the elevator car to be accessible. Elevator cannot be on a required exit path.



Cultural Resource Designation Application

INSTRUCTIONS

COMPLETE THE CULTURAL RESOURCES DESIGNATION APPLICATION WITH THE FOLLOWING INFORMATION:

1. APPLICANT INFORMATION

The person or organization who initiates the application is the applicant. Please provide the applicant's name, complete address and telephone number(s). If a specific person(s) or consultant prepared the application, please provide his/her name and phone number. The preparer must sign the application.

2. OWNERSHIP INFORMATION

Provide the name, complete mailing address, and telephone number(s) of the property owner. Ownership information can be obtained from the County's Assessor's Office.

3. CURRENT SITE INFORMATION

Provide a common name for the property if one is generally associated with the site; otherwise, indicate "none".

Indicate the street address of the proposed cultural resource.

The assessor's map book, page and parcel number, zoning status, and lot size and dimensions are available from the Community Development Department counter.

The County recorder's Office can furnish legal descriptions for a property.

4. HISTORIC SITE INFORMATION

Provide an historic name for the property if one is generally associated with the site; otherwise, indicate "none".

Indicate the date of construction of the building, if known, otherwise provide an approximate date. Attach copies of all supporting documents (articles, permits, deed, etc.).

Indicate architect, owner, designer and contractor, if known. Attach copies of all supporting documents.

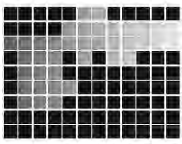
5. STATEMENT OF SIGNIFICANCE

The statement of significance specifically defines why the buildings is important to the community. The statement should be based on the designation criteria as defined in Section 19.58.050 through Section 19.58.070 of the West Hollywood Zoning Code (see end attachment) and should be written in a similar format. The building need not meet all of these criteria, but as many statements as apply to the building should be included. A statement based on one of these criteria is enough to consider the building for historic designation.

6. DESCRIPTION OF SITE

Describe the major architectural features of the building. The description should include information about style, construction materials, type of roof, number of stories, basic plan, and distinguishing features (chimneys, porches, ornamentation, unique windows, etc.). Interior features of the building should be described if they are significant. Associated buildings, like barns, garages, and guest houses, should be described if designation is also being sought for these structures. Finally a description of the building's surrounding environment should be given, noting how the property relates to other buildings and street features.

[continued]



INSTRUCTIONS, CONT'D

Example: At the northwest corner of Fountain and Harper stands the three- and four-story Spanish Colonial Revival apartment building known as the Romanesque Villa. Low, hipped, clay-tile roofs cap the long rectangular stucco building. The building's massing is comprised of a recessed four-story center section flanked by three-story sections to the square, corner tower with an octagonal turret. A red clay tile roof and Spanish Galleon weather vane top the turret. The building rests above a level of parking, sunken into the gradually sloping site. A flat arched and bracketed corner opening on the south side leads to the parking garage. The first level is rendered banded rustification. Above, circular and flat-arched casement windows, surrounded by staggered quoins and pierced stucco grills, punctuate the façade. The cornice like is articulated with a heavy corbelling. The main entrance opens off a small raised terrace nested in the central recessed section. The terrace has a stone balustrade and a pair of cement columns that flank a wide straight cement stairway. Circular arched openings, capped by heavy Churrigueresque pediments make the entrances. On the second floor, paired casement windows with circular arched transoms open to wrought iron balconies. Semi-circular stucco balconies punctuate the third floor. An open arcade marks the central fourth level.

Describe all alterations that have occurred to the building since its construction.

7. HISTORY OF SITE

Provide a brief history of the building, indicating the significant events, people, or patterns of history with which the building is associated. Be sure to explain the importance of these events and people to local, regional, or national history.

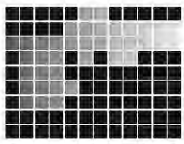
Example: In 1919, four of Hollywood's most creative film practitioners, Charles Chaplin, D.W. Griffith, Mary Pickford and Douglas Fairbanks created United Artists Corporation to control distribution of their own independently produced films. That same year, Charlie Chaplin built his own studio on La Brea Avenue. Pickford and Fairbanks acquired a studio in 1922 when they bought the Jesse D. Hampton Studio on the south side of Santa Monica Boulevard. Here Fairbanks would create two of his famous swashbuckling roles: Robin Hood and The Thief of Baghdad.

After leaving MGM, Samuel Goldwyn formed his own company in 1924 and rented space at the Pickford-Fairbanks Studio. He became a partner in 1927 and the studio's name was changed to United Artists. Goldwyn's production increased until his company occupied the entire site. The studio's name was changed again to The Samuel Goldwyn Studio. Pickford, still the major owner, became involved with Goldwyn in an ownership dispute which was resolved in 1955 in Goldwyn's favor. Under Goldwyn, the studio produced countless films including Porgy and Bess, Guys and Dolls and The Best Years of Our Lives. The studio continues in operation today as Warner Hollywood Studios.

8. BIBLIOGRAPHY

Please list research sources in standard bibliographic form.

[continued]



ADDITIONAL DOCUMENTATION - Photographs and Maps

- A. Provide two (2) clear sets of recent 4" x 5" to 8" x 10" black and white photographs of the building and its surroundings. The photographs should provide the comprehensive visual representation of the property, including all elevations of the building and close-ups of detailing and unique features. Photographs should also depict the environment surrounding the structures.

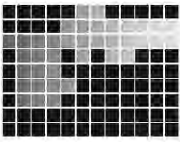
If the building's exterior has been altered, include historic photographs of the original structure. If the interior of the building is substantially unaltered, include interior photos of the building.

The following information should be provided on the back of each photograph:

- Common name of the property
- Number and street address
- Name of photographer
- Date of photo
- View and direction

Please type this information on pressure-sensitive or self-adhesive labels and attach them to the back of each photo.

- B. Provide a location map which indicates where the property is located within the City; a parcel map which shows the property's boundaries; and a Sanborn map, or sketch map, which shows the building's footprint.
- C. Other documentation which can be attached are copies of architectural drawings, historical descriptions or accounts of the resource and its cultural significance, including newspaper articles, periodicals, articles, artifacts, correspondence and/or written testimony from an historian, archivist, or architect in support of the application.



1. APPLICANT INFORMATION

APPLICANT NAME

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE

2. PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S)

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE

3. CURRENT SITE INFORMATION

COMMON NAME OF LANDMARK

PRESENT USE

PROPERTY ADDRESS

CITY, STATE, ZIP CODE

ASSESSOR'S PARCEL NUMBER

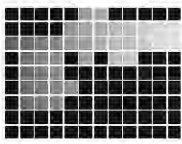
LEGAL DESCRIPTION (LOT, BLOCK, TRACT)

CURRENT ZONING STATUS

LOT AREA (SQ. FT.)

LOT DIMENSIONS

[continued]



Development Permit Application

INSTRUCTIONS

The Development Permit procedure is intended to provide for an evaluation of proposed development projects for **compliance with established standards. At the time of application, a review of the location, design configuration, and impact** of the proposed project on the surrounding area will be conducted. Approval authority for development permits is divided between the Director of Community Development and the Planning Commission. In all cases, the same environmental and design review shall be conducted, as well as the imposition of applicable conditions of approval.

A Development Permit shall be required under the following circumstances:

- A new structure other than a new garage or carport serving a single-family dwelling or duplex (see Chapter 19.44, Administrative Permits), and fences and other yard improvements or equipment, in compliance with Article 19-3 (Site Planning and General Development Standards);
- An addition of 1,001 square feet or more;
- **An addition to a single-family dwelling or duplex that expands the existing gross floor area by more than 50 percent**
- Any new non-residential parking facility in a Parking (PK) Overlay Zone or any alterations to an existing **non-residential parking lot including intensification of hours of operation;**
- **Any substantial remodel, which shall be defined as the removal of 50 percent or more of the exterior wall area (which includes walls, doors, and windows), or removal of 50 percent or more of the supporting members of a structure (e.g., beams, bearing walls, columns, or girders), whichever is more restrictive. A demolition permit shall also be required for this work and;**
- **An intensification of the use or a change to a use that is not similar to the previous use.**

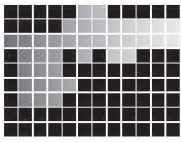
APPLICATION CHECKLIST

The following materials must be submitted to the Department of Community Development for the processing of a Development Permit:

- Planning Division Permit Application with Owner's Affidavit (for property in escrow, submit copy of escrow agreement)**
- A written narrative explaining the nature and intent of the project
- Applications for all new residential buildings shall submit a survey that includes trees over 10" in diameter, property lines, and all information necessary to establish any required setbacks, prepared signed and stamped by a licensed surveyor. The Director may also require this survey for major remodels where the proposed remodeling or addition to a building may put the building at or near a required setback line.
- Photographs of all four views of subject property and both sides of the street. In addition, include a photosimulation showing the proposed project in relation to the existing streetscape.
- Site plan, floor plan(s), elevations, landscape plans, renderings, Green Building Program Point Sheet and any additional drawings requested in specific circumstances, drawn to scale and folded to a maximum of 8 1/2" x 14." **FRONT AND REAR ELEVATIONS MUST SHOW ADJACENT BUILDINGS.** (Additional sets will be required prior to final planning approval or prior to any required public hearing.)
You must include:
 - One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.
 - Two (2) sets of full sized plans
 - Two (2) reduced sets at 11" x 17"
- Rent Stabilization Info Sheet (for residential properties)
- Filing Fee: See Permit Fee Sheet

In addition to the above items, the following are required for development permits that are reviewed by the Planning Commission:

- Environmental Assessment Questionnaire (unless project is Categorically Exempt under CEQA)
- Massing model. **MUST INCLUDE ADJACENT BUILDINGS.**
- A scale model is required for all major commercial projects or residential projects of 3 units or more. **MUST INCLUDE ADJACENT BUILDINGS.**



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

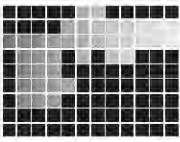
FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



Planning Division Permit Application

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), _____
 hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I (we) hereby authorize _____ (list applicant's name)
 to apply for _____ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)
 for _____ (list type of activity).

PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S) _____
 SIGNATURE _____
 ADDRESS _____
 CITY, STATE, ZIP CODE _____
 TELEPHONE _____

CAPACITY CLAIMED BY SIGNER

INDIVIDUAL(S) CORPORATE OFFICER(S)
 PARTNER(S) ATTORNEY-IN-FACT
 TRUSTEE(S) OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) _____

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

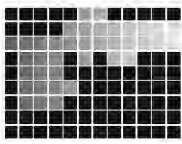
SIGNATURE _____ SEAL: _____

TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE _____ DATE _____

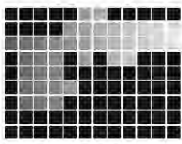


SITE PLAN INSTRUCTIONS

Please use the following guidelines in preparing plans for review by the Department of Community Development. Additional information may be deemed necessary for the complete review of the submitted project. Please note that larger projects are subject to the Concurrent Plan Check process.

1. Indicate address and legal description of subject property on plan as well as the name, address, and phone number of the applicant, owner, and architect.
2. Include an index sheet with all plan sets.
3. Provide north indication arrow, and orient plans with north toward the top.
4. Plan must be drawn to scale, with scale indicated Use Engineer's or Architect's scale: 1" = 10', 1/4" = 1', etc.
5. Show all property lines. Do not use the edge of the paper for property lines.
6. Indicate the name of streets or alleys that border the project.
7. Provide a table indicating the subject property's zoning designation and calculations for density, floor area ratio (FAR), and parking requirements on the cover page/title sheet.
8. Existing site plan shall include the following:
 - Existing building footprint(s), square footage(s), number of stories, and land use;
 - Dimensions from all structures to front, side and rear property lines;
 - Existing parking areas, parking stalls, driveways, and turning areas;
 - Dimensions for existing buildings, driveways, and parking spaces;
 - Fences and walls;
 - Labeled landscaped and paved areas;
 - Location and species of trees on property and the diameter of tree trunks;
 - Sidewalks, streets, and curb cuts adjacent to the property;
9. A certified site survey, which is required for demolition and new development. Site surveys shall be stamped and signed by a certified engineer. Survey must indicate dimensioned setbacks of adjacent properties and must include topography contour lines.
10. Proposed site plans shall show all proposed improvements, and include the following:
 - Proposed building footprints, square footage(s), number of stories and land use;
 - Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. (Turning radius and visibility window templates are available at the planning counter);
 - Dimensions for proposed buildings, driveways, parking spaces, and vehicle back-up areas;
 - Dimension all structures to front, side, and rear property lines;
 - Labeled all landscaped and paved areas, including stoops and paths;
 - Location, height and materials for all proposed fences and walls;
 - Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190;
 - Sidewalks, streets, and curb cuts adjacent to the property;
 - Location for recycling/trash containers, electrical transformers and other equipment;
11. Proposed front, side and rear building elevations must be fully dimensioned and include the following:
 - Existing adjacent structures on either side of the proposed structure, including height, windows, doors and other key elevation information;
 - Proposed construction and/or alterations;
 - Illustration of building height envelope, and dimensions of proposed height of building;
 - Fences and/or walls and their dimensions,
 - Details of windows, doors, railing and fencing;
 - Location of proposed vents, air conditioning equipment, and all rooftop mechanical equipment;
 - Location of proposed utility meters, transformers, and utility boxes;
 - Location of exterior lighting;
 - Existing and proposed materials and colors.

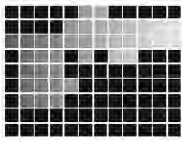
[continued]



SITE PLAN INSTRUCTIONS, CONT'D.

12. Proposed building floor plans shall be fully dimensioned and include the following:
 - Property lines;
 - Square footage of each room;
 - Interior layout of each floor with rooms labeled for proposed use;
 - Existing and proposed windows and doors;
 - Table indicating the square footage for all common/private open space.
13. Provide a roof plan with dimensions and screening of all rooftop mechanical equipment.
14. Cross sections shall be through the major axis of the building(s) and be at the same scale as the building elevations. Indicate ceiling heights on sections. Additional sections may be requested as needed.
15. Provide a preliminary landscape plan per WHMC 19.26. Include the following:
 - Location of all trees, shrubs, groundcover and turf to be planted;
 - Planting list with species and common names of all materials;
 - Drought tolerance levels of proposed plantings per WHMC 19.26.060.
 - Location and sizes of all existing trees on the subject property and whether they are to be removed;
 - Location of non-vegetative landscape elements, such as paving, fences, retaining walls, planters and arbors.
16. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed "alternative design" complies with the intent of the code as described in WHMC 19.36.265.
17. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.
18. Show the width and location of any public or private easements, such as driveways or utility company right-of ways. If there are none, note this on plans.
19. Show and label any obstructions such as telephone poles or street signs in public right-of-ways. If there are none, note this on plans.
20. If a swimming pool, spa, or hot tub is to be included in the proposed project, dimension setbacks from property lines and indicate the location and screening of all appurtenant equipment per WHMC 19.20.140.
21. For multi-family residential projects, indicate area and dimensions of each private and common open-space area.
22. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.
23. For projects to be presented at a neighborhood meeting, provide a massing model. For permits to be reviewed by the Planning Commission, provide a massing model and a detailed scale model. Models must be to scale and include buildings adjacent to the subject project. (All major commercial projects or residential projects of three units or more require massing models).
24. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit.

[continued]

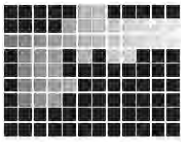


FOR NEW CONSTRUCTION:

1. Attach survey of site by licensed surveyor.

FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDING THE FOLLOWING:

1. Type of construction of the building.
2. Occupancy classification of the intended uses with corresponding allowable area calculation for mixed occupancies indicated for each floor.
3. Show accessible path of travel and accessible required exits and entrances with corresponding details to verify compliance with requirements, including minimum exit separation, on plans.
4. Identify accessible parking spaces with corresponding details for verification with requirements, including minimum 8'-2" net height clearance for the parking structure, and Van-accessible access aisle with 8' width on plans.
5. Indicate the height of the structure on all elevation views.
6. Provide accessible rest rooms on the second floor of a building for office use.
7. Show dimensions for the elevator car to be accessible. Elevator cannot be on a required exit path.



Planning Division Permit Application

LETTER OF AGENCY

This letter empowers the Sheriff's Department to remove any unauthorized persons from your property without first contacting the owner for a formal trespassing complaint. Without this letter, the Sheriff's Department can only warn people that they should leave, but cannot force them to do so. This Letter of Agency should be filled out and signed by the property owner, then submitted to the Department of Community Development or West Hollywood Sheriff's Station. The Letter of Agency will only be valid if you have closed your property to public access and posted "No Trespassing" signs. The letter needs to be renewed every six months if necessary.

 DATE

 NAME

 STREET

 CITY STATE ZIP

 HOME PHONE BUSINESS PHONE

TO: Captain Lynda Castro
 West Hollywood Sheriff's Station

I AM THE OWNER OF THE PROPERTY AT _____
 THE PROPERTY IS AN: APARTMENT HOUSE PRIVATE RESIDENCE BUSINESS VACANT LOT

I AM AUTHORIZING THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT TO ARREST FOR TRESPASSING ANY PERSONS FOUND ON THE PROPERTY WITHOUT MY CONSENT OR WITHOUT LAWFUL PURPOSE.

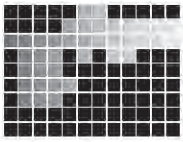
I CERTIFY THAT THE PROPERTY LISTED ABOVE IS CLOSED TO THE PUBLIC AND IS POSTED AS BEING CLOSED IN ACCORDANCE WITH 602 n P.C.*

I UNDERSTAND THAT THIS LETTER IS VALID FOR A MAXIMUM PERIOD OF SIX MONTHS AND IT IS MY RESPONSIBILITY TO RENEW THE LETTER AT THAT ITEM IF THE NEED STILL EXISTS.

 SIGNATURE DATE

* Please be advised: This letter is only enforceable if "No Trespassing" signs are correctly posted.

SHERIFF'S DEPARTMENT USE ONLY	
BRIEFED:	_____
PLACED W/DEP BOARD:	PROCESSED BY: _____
EXPIRES ON:	DATE: _____



**IMPORTANT NOTICE:
 MAJOR REMODELS ARE TREATED EXACTLY THE SAME AS NEW BUILDINGS BY THE ZONING CODE**

A REMODEL QUALIFIES AS A MAJOR REMODEL/NEW BUILDING FOR PLANNING PURPOSES WHEN:

"The removal of 50% or more of the exterior wall area (which includes walls, doors, and windows) or the removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns or girders), whichever is more restrictive" according to the definition of Major Remodels in section 19.90.020 in the West Hollywood Zoning Code. The same language is repeated in Section 19.48.020 under Development Permits.

Degenerative processes that weaken a building's structural integrity, such as rot, termite damage, or deficiencies of construction (such as inadequately sized construction members, or inadequate structural connections, or foundations) do not constitute grounds for an exemption from the 50% rule. These are normal conditions that are often encountered in renovation. Only buildings, which have been damaged by a calamity, such as flood, fire, or storm damage, have the possibility of retaining non-conforming rights.

THE CONSEQUENCES OF CHANGING A PROJECT STATUS FROM REMODEL TO NEW CONSTRUCTION ARE:

New buildings must meet all the applicable building and planning standards (such as parking at current rates, density/FAR, setbacks, and height limit), pay the planning fees for a development permit for a new building, and pay all applicable exaction fees for a new building. For some projects it can even mean that the entire building must be torn down, and an entirely new project proposed, for the reason that the remodel-turned-into-new building cannot meet current requirements. There are no exemptions from these circumstances.

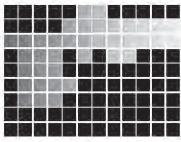
Applicants who know prior to commencement of construction that there has been inadequate existing construction, or degenerative processes such as termite damage or rot, or who find these conditions during construction, must immediately consult with Planning and Building and Safety in order to determine what corrective measures (such as replacing termite-ridden studs, for example) would push a project over the 50% mark and qualify it as a new building. This must be done before construction, prior to the point at which corrective action for these existing conditions is taken. Applying for Planning permission after the fact of exceeding the 50% limit does not in any way retain non-conforming status for a building.

Planning Department approval of documents that imply, but do not explicitly state, or which have only partial information, that a building may exceed the 50% rule does not constitute de facto Planning Department approval for a major remodel/new building. Planning permission for a new building or remodel can only be obtained by submitting an application and drawings that clearly and consistently identifies the full scope of new construction. Every set of drawings approved by Planning for new buildings and remodels must contain a demolition plan depicting the full extent of demolition. Inclusion of demolition information on sheets required only by the Department of Building and Safety does not satisfy this requirement. Issuance of permits by the Department of Building and Safety does not in itself constitute Planning permission to exceed the scope of demolition and construction previously approved by the Planning Department. All parties involved in a building project including the architect, property owner, tenant, contractor and subcontractors must be informed of the facts in this notice by the applicant or applicant's representative in order to ensure that the planning status of buildings as minor remodels is not inadvertently transformed into that of major remodel/new buildings.

I am the applicant or authorized representative for the applicant and I have read and understand the above notice.

APPLICANT REPRESENTATIVE

DATE



Planning Division Permit Application

RENT STABILIZATION NOTICE

PERMIT NUMBERS:

The Rent Stabilization Department (RSHD) maintains records on all residential units, including single family residences and condominiums, which were first issued a certificate of occupancy on or before July 1, 1979, if the unit has been rented or offered for rent at any time since January 1, 1984. **This application will not be deemed complete until the applicant submits a completed form** to the Department of Community Development. RSHD will not sign off for building permit issuance until the form is complete and accurate.

PROPERTY OWNER

NAME _____

PHONE NUMBER _____ FAX _____

CITY _____ STATE _____ ZIP _____

ASSESSORS PARCEL NUMBER _____

Are any units on the property subject to the Rent Stabilization Ordinance of the City of West Hollywood? YES NO
If "yes", enter the Unit Identification and the last rent paid for each unit:

UNIT IDENTIFICATION/ADDRESS:	LAST RENT PAID:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

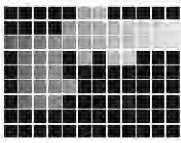
BELOW FOR STAFF USE ONLY

Are all rent registration fees current? YES NO

The following action must be taken prior to RSHD signing off on any demolition or building permits:

- Pay rent registration fees and penalties in the amount of \$ _____ to the City of West Hollywood
- Re-register all units whose tenants moved in after 1996 and that have not been re-registered in order to establish legal MARs for the units;
- Maintain the property free of health, safety, housing code violations;
- Comply with the following requirements for removing property from the rental market:
 - Record properly completed document of intent to remove property with the LA County Recorder;
 - Give 120-day notices with all required contents to all tenants of the property;
 - Give relocation fees to all lower-income tenants;
 - Submit notice of intent to withdraw property to the City of West Hollywood RSHD along with all required documents;
 - Submit to the Rent Stabilization and Housing Department the notice of extension to one-year for all senior and disabled tenants who request the extension.
- Other: _____

RECORDS MANAGER _____ DATE _____



Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE

I. If a project is subject to the requirements of the California Environmental Quality Act and not exempted under any of the provisions of the Guidelines for Implementation of CEQA, the City is required to conduct an initial study to determine if the project may have a significant effect on the environment. This Environmental information Form shall be completed and submitted to the Department of Community Development. Any other permit application, not including a Building Permit, required by the Department of Community development shall be filed concurrently with the attached form.

II. The following information and data shall accompany the Environmental Questionnaire form:

- A. Photographs of the area in sufficient detail to depict existing physical conditions in the project area.**
- B. A boundary map clearly outlining the boundaries of the site.**

 APPLICANT/AUTHORIZED AGENT NAME

 STREET

 CITY STATE ZIP

 HOME PHONE BUSINESS PHONE

 E-MAIL

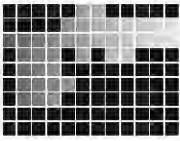
1.0 PROJECT DESCRIPTION

1.1 Nature of Project (Please give complete description of proposed project):

1.2 Location of Project (Address, nearest street intersections):

1.3 Existing Zoning District:

1.4 List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:



Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

1.5 What is the surrounding land use to the:

NORTH _____

SOUTH _____

EAST _____

WEST _____

1.6 If the project is commercial or industrial, give a complete description of activities and other pertinent information including but not limited to estimated employment per shift, and any potential hazardous materials which may be used, etc.

1.7 If the project is residential, indicate number, types and size of units and associated facilities:

1.8 If the project is institutional, indicate the major function, estimated employment per shift and maximum occupancy:

1.9 Describe any change in existing features of any hills or substantial alteration of ground contours:

1.10 Describe any change in scenic views or vistas from existing residential areas or public lands or roads:

1.11 Project land area (square footage): _____

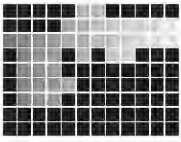
1.12 Number of parking spaces: _____

1.13 Square feet of building area: _____

1.14 Numbers of floors: _____

1.15 Height of tallest structure involved in project: _____

1.16 Proposed scheduling and anticipated incremental development:



Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

2.0 LAND FORM

2.1 Is the site presently graded? _____

2.2 Indicate the gross cubic yard of grading proposed: _____

2.3 What will be the maximum height and grade or fill after grading is completed?

3.0 VEGETATION

3.1 Attach a map indicating the location, type, and size of trees located on site. Indicate below the number, type and size of trees to be removed as a result of the project:

4.0 AIR QUALITY

4.1 If the project is industrial, describe and list air pollution sources and quantity and types of pollutants emitted as a result of the project:

5.0 NOISE

5.1 What noise will be produced by the property? If available, please give noise levels in decibel measurement and typical time distribution when noise will be produced.

5.2 How will noise produced by the project compare with existing noise levels?

6.0 TRAFFIC

6.1 Approximately how much traffic will be generated by the project?

- 0-50 vehicular trips per day 50 - 250 vehicular trips per day
 250 - 500 vehicular trips per day 500 or more vehicular trips per day

7.0 PUBLIC SERVICES AND FACILITIES

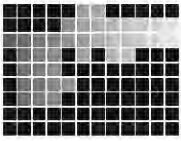
7.1 Will the project require installation or replacement of new water lines? _____

7.2 Please estimate the daily water volume in gallons required to serve the project: _____

7.3 Will the project require installation or replacement of new sewer lines? _____

7.4 Please indicate the approximate amount of sewage generated from the project (pounds/day): _____

7.5 Describe the type and amount (pounds/day) of solid waste generated by the project: _____



Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

8.0 POPULATION DISPLACEMENT

8.1 Will any residential occupants be displaced by the project activities? _____

8.2 Describe briefly the type of buildings or improvements to be demolished by the project:

9.0 MUNICIPAL SERVICES

9.1 Indicate any substantial change in the demand for municipal services (i.e. police, fire, etc.):

10.0 MITIGATING MEASURES

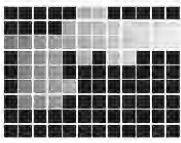
10.1 What are included in the project which may conserve or protect the following: Nonrenewable resources, e.g., electricity, gas, water / Flora and fauna / Water:

10.2 What measures are proposed in the design of the project, e.g., architectural treatment and landscaping which have been coordinated with the design of the existing community to minimize visual effect? Please describe:

I CERTIFY THAT THE INFORMATION HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE _____

DATE _____



Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE

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APPLICANT/AUTHORIZED AGENT NAME

STREET

CITY, STATE, ZIP

HOME PHONE/BUSINESS PHONE

E-MAIL

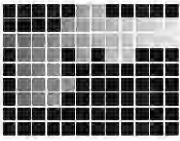
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Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

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EAST _____

WEST _____

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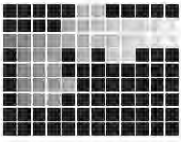
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Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

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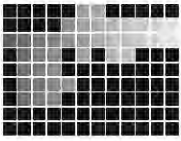
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Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

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9.1 Indicate any substantial change in the demand for municipal services (i.e. police, fire, etc.):

10.0 MITIGATING MEASURES

10.1 What are included in the project which may conserve or protect the following: Nonrenewable resources, e.g., electricity, gas, water / Flora and fauna / Water:

10.2 What measures are proposed in the design of the project, e.g., architectural treatment and landscaping which have been coordinated with the design of the existing community to minimize visual effect? Please describe:

I CERTIFY THAT THE INFORMATION HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE _____

DATE _____



Permit Extension Request Application

PERMIT NUMBERS:

DATE ORIGINAL PERMIT(S) EXPIRE:

PROPERTY INFORMATION:

STREET ADDRESS

APPLICANT

NAME

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

FAX

E-MAIL

PROPERTY OWNER

NAME

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

FAX

E-MAIL

REASON FOR EXTENSION OF PERMIT

TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before the application can be granted. Also, there is no guarantee - expressed or implied - the application will be granted by whatever agency or individual has authority in the matter.

The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made, the staff's decision may be contrary to a position taken in any preliminary discussions.

I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

I declare that everything in this application is true and correct to the best of my knowledge.

 SIGNATURE OF APPLICANT

 DATE



APPLICATION FOR (choose one):

- CERTIFICATE OF COMPLIANCE
- LOT LINE ADJUSTMENT
- LOT MERGER

(Please type or print)

PERMIT NO.:

APPLICANT

NAME _____ PLEASE INDICATE ONE: OWNER VENDEE AGENT

MAILING ADDRESS _____

PROPERTY ADDRESS (IF DIFFERENT FROM ABOVE) _____

TELEPHONE _____ E-MAIL _____

SIZE OF PARCEL _____ ASSESSOR PARCEL NUMBER _____

Prepare the following submittals:

- This form with the above portion completed
- A completed REQUEST FOR CERTIFICATE OF COMPLIANCE form. Page 1 of this form must be signed by all owners of record and/or vendee(s). Where the applicant is a company or corporation, an officer of the company or corporation must sign. The legal description as shown on the owner's Grant Deed or Contract of Sale must be TYPED on Page 2 of this form.
- Legible copies of the latest recorded GRANT DEED and/or Vendee's CONTRACT OF SALE showing current ownership
- Copy of latest TAX BILL and Assessor's Map
- Copy of a fully dimensioned PLOT PLAN for IMPROVED parcels including the location and use of all structures
- Filing Fee (additional costs may be required)

[continued]



CONT'D

RECORDED AT THE REQUEST OF:
 City of West Hollywood

UPON RECORDATION MAIL ONE COPY TO:
 City Clerk
 City of West Hollywood
 8300 Santa Monica Blvd.
 West Hollywood, CA 90069

CITY OF WEST HOLLYWOOD
 CERTIFICATE OF COMPLIANCE NO. _____

I/We the undersigned owner(s) of record (and/or vendee(s) pursuant to a contract of sale) in the following described property within the City of West Hollywood, County of Los Angeles, hereby REQUEST the City of West Hollywood to determine if said property described below complies with the provisions of the Subdivision Map Act (Sec. 66410 et seq., Government Code, State of California) and Article 21.60.035 of the Municipal Code, City of West Hollywood (Subdivision).

By Owner(s) of Parcel No. _____ APN _____

_____ NAME (PRINT/TYPE)	_____ SIGNATURE	_____ DATE	_____ NOTARY SEAL
_____ NAME (PRINT/TYPE)	_____ SIGNATURE	_____ DATE	_____ NOTARY SEAL

By Owner(s) of Parcel No. _____ APN _____

_____ NAME (PRINT/TYPE)	_____ SIGNATURE	_____ DATE	_____ NOTARY SEAL
_____ NAME (PRINT/TYPE)	_____ SIGNATURE	_____ DATE	_____ NOTARY SEAL

*Note: Signatures must be notarized for Lot Line Adjustment and Lot Merger

Legal Description: Per Exhibit "A" and Exhibit "B" (map) attached hereto and made a part hereof (for Certificate of Compliance only Exhibit "A")

Please Fill for Lot Merger: MERGER OF ASSESSOR'S PARCEL NUMBERS _____ & _____



CERTIFICATE OF COMPLIANCE NO. _____

Exhibit "A"

Legal Description

(A.P.N. _____)

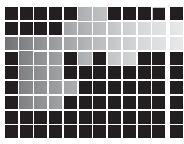


CERTIFICATE OF COMPLIANCE NO. _____

Exhibit "B"

Map

(A.P.N. _____)



CERTIFICATE OF COMPLIANCE NO. _____

The City of West Hollywood, County of Los Angeles, State of California, hereby certifies that as of the date of this Certificate, the above-described property is in compliance with the provisions of the Subdivision Map Act (Government Code Section 66410, et seq.) and local ordinances, enacted pursuant thereto. This Certificate does not constitute a permit to develop said property, and compliance with other provisions of law relating to land use and construction of improvements may be required prior to issuance of any such permit.

The subject property may therefore be sold, financed, leased or transferred in accordance with all applicable provisions of said Act and Ordinances. This determination does not guarantee that the subject property meets current design and improvement standards for subdivided parcels. Prospective purchasers should check site conditions and applicable development codes to determine whether the property is suitable for their intended use.

Prior to authorization to build on this property, the applicant will be required to conform to City and County building regulations. Such regulations include, but are not limited to, programs for appropriate sanitary sewage disposal, water supply for domestic use and fire suppression and emergency vehicular access.

Geologic, soils, and drainage conditions of the subject project may limit development or necessitate that remedial measures be taken in order to obtain a building permit.

CITY OF WEST HOLLYWOOD

Approval Stamp:

Pursuant to Civil Code Section 1181
State of California (County of Los Angeles) SS.

On _____, (date) before me, Corey Schaffer, City Clerk for the City of West Hollywood, personally appeared _____ for the City of West Hollywood, Planning Department, personally known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that (s)he executed the same in his/her authorized capacity and that by his/her signature on the instrument, the entity upon behalf of which (s)he acted, executed the instrument.

I WITNESS my hand and official seal.

Corey Schaffer, City Clerk
(seal)



Mills Act Contract Application

INSTRUCTIONS

APPLICABILITY: Upon designation of a structure or improvement as a cultural resource, the property owner may apply for aid and assistance in its rehabilitation. The purpose of providing such incentives is to encourage the preservation, rehabilitation and maintenance of designated Cultural Resources, based upon a recognition that maintaining and rehabilitating the resource may place burdens on the property owner.

PURPOSE: A Mills Act Contract is an agreement between the City of West Hollywood and the owner of a qualified cultural resource. Any property listed on the local register or National Register of Historic Places is eligible. The agreement requires the owner of the property to undertake specific restoration tasks specified in the contract and to properly maintain the cultural resource. In exchange for this commitment, the property owner benefits from a reduction of property taxes. A Mills Act Contract requires that the County Tax Assessor's office assesses the value of the cultural resource based on its current income, rather than future development potential. This can result in substantial property tax savings, especially to recent purchases of property.

TERMS OF CONTRACT: Mills Act Contract extend for a period of ten (10) years and are renewed automatically each year on the anniversary of the contract. The rights and obligations of the contract are also binding upon all successive owners of the property during the life of the contract. To end the contract, either party may submit a notice of non-renewal which will terminate the contract at the end of the ten (10) year period. Cancellation of the contract by the City due to non-compliance requires a public hearing and will result in the immediate termination of the contract and a penalty equal to 12 1/2 percent (12.5%) of the assessed market value of the property. This penalty fee must be transferred to the County Auditor (AB 1789). Although contracts can be approved at any time, new valuations will not take effect until March of any given year.

REVIEW PROCESS: A Mills Act Contract is a monetary incentive that is granted by the City Council following review and recommendation by the Cultural Heritage Commission. A request for a Mills Act Contract is initiated through the submittal of a completed Mills Act Contract Application to the Community Development Department. Staff then prepares a report for consideration by the Cultural Heritage Commission, recommending approval or denial of the application. The financial analysis is for estimated purposes only. The actual financial analysis is prepared by the County Appraiser's Office. The Commission reviews the application, required documentation and the staff report, and recommends approval or denial of the request to City Council. The Commission must also approve a Certificate of Appropriateness for a restoration/rehabilitation plan for the cultural resource before or in conjunction with review of the Mills Act Contract Application. Both the owners and the occupants of the property must be notified of the pending request in advance of the meeting in which the Cultural Heritage Commission considers the application.

To grant approval of a Mills Act Contract Application, the City Council must make the following findings:

- The Mills Act Contract will serve to compensate for the cost of rehabilitating and/or maintaining the cultural resource. The submission of a pro forma, in addition to a rehabilitation plan cost estimate and Mills Act Financial Analysis Form may be required to make this finding.
- The rehabilitation of the resource will occur prior to, or in conjunction with, the use of the Mills Act Contract and that it will not impair the architectural, historic or aesthetic integrity of the cultural resource.

APPLICATION CHECKLIST

The following materials must be submitted to the Department of Community Development in order to process a Mills Act Contract Application:

- Mills Act Contract Application with completed Owner's Affidavit
- Application Fee
- Copy of the legal description; generally this is "Exhibit A" of a deed
- An architectural report identifying the status of all character defining features of the building and site (photographs required)
- A systems/structural report of the building's plumbing, electrical, roofing and structural systems
- A restoration/rehabilitation plan for the designated cultural resource. If the building is already restored in good condition, a maintenance list must be submitted to support the need for tax relief. The plan shall be prepared by a specialist in historic preservation and a time table for the work
- A cost estimate of the restoration/rehabilitation from a City-approved preservation architect
- A completed Financial Analysis of Mills Act Contract form (see sample). The final financial analysis is prepared by the County Appraiser's Office. Documentation of income, expenses etc. shall be provided



Mills Act Contract Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

Rehabilitation or Maintenance Needed (attach Maintenance Plan separately): _____

DATE OF DESIGNATION: _____

IS THE PROPERTY LISTED ON THE NATIONAL REGISTER? YES NO

List any public or private funds granted for restoration of the resource: _____

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____ FAX _____

E-MAIL _____

APPLICANT (If different than property owner)
 (This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the application.)

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____ FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____

ALL ITEMS ON THIS FORM MUST BE COMPLETED AND SUBMITTED BEFORE THE APPROVAL PROCEDURE MAY BEGIN



Planning Division Permit Application

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), _____
hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I (we) hereby authorize _____ (list applicant's name)
to apply for _____ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)
for _____ (list type of activity).

PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S) _____
OWNER(S) SIGNATURE(S) _____
ADDRESS _____
CITY, STATE, ZIP CODE _____
TELEPHONE _____

CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL(S) CORPORATE OFFICER(S)
 PARTNER(S) ATTORNEY-IN-FACT
 TRUSTEE(S) OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) _____

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY'S SIGNATURE _____

SEAL:

TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE _____

DATE _____



INSTRUCTIONS

In the City of West Hollywood, providing adequate parking can sometimes be a problem for new and expanding businesses. That is why the City's Zoning Ordinance contains provisions for utilizing parking spaces located off-site provided the arrangement conforms to certain standards. Chapter 19.56 of the Zoning Ordinance requires a Parking Use Permit (PUP) in the following instances:

- To use off-site parking facilities to satisfy the parking requirements for a proposed use
- To establish a commercial parking facility serving the general public which charges a parking fee
- To allow a project based on shared parking facilities by adjacent or nearby uses on parcels under separate ownership
- To establish that a parking lot is authorized to use excess parking (parking spaces on a site that are in excess of the number required by this Zoning Ordinance for the uses on the site) for off-site uses or activities, or as commercial parking

TERMS OF OFF-SITE PARKING

In preparing your application, the following design and performance standards should be taken into account. Additionally all plans should be guided by the Parking Design Guidelines attached to this application. All Parking Use Permits are reviewed and conditioned as necessary to ensure that:

- Access to the site is adequate to accommodate the proposed off-site parking and the traffic that the facility would reasonably generate
- The design, location, size and operating characteristics of the proposed off-site parking are compatible with the existing and future land uses on-site and in the vicinity of the subject property
- The establishment, maintenance, or operation of the proposed parking at the location proposed does not endanger, jeopardize, or otherwise constitute a menace to the public convenience, health, interest, safety, or general welfare of persons residing or working in the neighborhood of the proposed parking lot or structure
- Where the off-site parking spaces are new, and in close proximity to residential uses, and especially bedroom windows, they are designed and operated to comply with the City's noise requirements in Zoning Ordinance Section 19.20.090 (Noise Mitigation)
- Any proposed valet parking use will not generate excessive traffic on surrounding public streets and shall not utilize any residential street

There are two types of Parking Use Permits

- A **Minor PUP** is reviewed by the Director and is required:
 - where the use associated with the proposed parking requires Director review and decision, or
 - where an applicant proposes to make excess parking spaces available to othersFor Minor PUPs, the City requires the posting of a notice of the request on the site for at least seven (7) days prior to approval.
- A **Major PUP** is reviewed by the Planning Commission and is required where the permit associated with the proposed parking requires approval by the Commission. *Noticing for the Major PUP will be done in conjunction with the noticing for the associated permit(s).*

[continued]



Parking Use Permit Application

INSTRUCTIONS, CONT'D

APPLICATION CHECKLIST

In addition to the related permit application and the site plans, drawings, environmental assessment checklist and other materials required for that permit, the following materials should be submitted for the processing of the Parking Use Permit:

- Parking Use Permit Application
- A parcel map, drawn to scale, showing the location of the subject off-site parking spaces in relation to the subject site (see Site Plan Instructions Sheet).
- A site plan of the off-site parking lot with parking space assignment plan and in specific circumstances similar plans for the subject site parking lot. These plans must be dated.
- A copy of the existing and/or proposed lease agreement between the user and owner/master lessor of the off-site spaces (**Note: The maintenance of continuous leases for all off-site parking spaces is a condition of all PUPs. Lessees of off-site parking that provides required spaces must provide proof of continuous leases for off-site spaces annually to the CDD Director by January 31).**
- Notarized Owner's Affidavits signed by the owner(s) of the subject property and each parking lot involved in the PUP.



Parking Use Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS (of Property for which off-site parking is required)

NEAREST CROSS STREETS

APPLICANT

Owner or Tenant of Subject Site? _____

NAME

ADDRESS

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____ FAX _____

E-MAIL _____

OFF-SITE PARKING

ADDRESS

NEAREST CROSS STREETS

OWNER _____ ADDRESS _____

PHONE NUMBER _____ FAX _____

MASTER LESSOR _____ ADDRESS _____

PHONE NUMBER _____ FAX _____

KEY CONTACT PERSON

PROPERTY REQUIRING OFF-SITE PARKING

OWNER (IF DIFFERENT THAN APPLICANT)

ADDRESS

PHONE NUMBER _____ FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____

[continued]



ADDITIONAL INFORMATION

1. Indicate the walking distance (the shortest legal pedestrian route) from the primary door entrance of the subject site to the closest pedestrian access to the off-site parking: _____
2. Are the off-site parking spaces visible from the primary door entrance of the subject property? _____
3. Current or Tentative Lease Initiation Date: _____
4. Current or Tentative Lease Expiration Date: _____
5. Total Lease Term: _____
6. Total Years Remaining on Lease Term: _____
7. Business Hours (proposed use): _____
8. Average number of persons employed per shift: _____
9. Information regarding other businesses currently using the same off-site parking lot:

Name _____	
Address _____	
Use by formal written agreement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Hours of Business _____	Number of spaces used _____

Name _____	
Address _____	
Use by formal written agreement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Hours of Business _____	Number of spaces used _____

Name _____	
Address _____	
Use by formal written agreement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Hours of Business _____	Number of spaces used _____

Name _____	
Address _____	
Use by formal written agreement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Hours of Business _____	Number of spaces used _____

10. Information for #9 above supplied by: _____



Planning Division Permit Application

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), _____
 hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I (we) hereby authorize _____ (list applicant's name)
 to apply for _____ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)
 for _____ (list type of activity).

PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S) _____
 OWNER(S) SIGNATURE(S) _____
 ADDRESS _____
 CITY, STATE, ZIP CODE _____
 TELEPHONE _____

CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL(S) CORPORATE OFFICER(S)
 PARTNER(S) ATTORNEY-IN-FACT
 TRUSTEE(S) OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) _____

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY'S SIGNATURE _____

SEAL:

TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE _____

DATE _____



Planning Division Permit Application

PARKING LOT OWNER

State of California, County of Los Angeles

I, (We), _____
 hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I (we) hereby authorize _____ (list applicant's name)
 to apply for _____ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)
 for _____ (list type of activity).

PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S) _____
 OWNER(S) SIGNATURE(S) _____
 ADDRESS _____
 CITY, STATE, ZIP CODE _____
 TELEPHONE _____

CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL(S) CORPORATE OFFICER(S)
- PARTNER(S) ATTORNEY-IN-FACT
- TRUSTEE(S) OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) _____

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY'S SIGNATURE _____

SEAL:

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The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE _____

DATE _____



Planning Division Permit Application

SITE PLAN INSTRUCTIONS

Please use the following guidelines in preparing plans for review by the Department of Community Development. Additional information may be deemed necessary for the complete review of the submitted project. Please note that larger projects are subject to the Concurrent Plan Check process.

1. Indicate address and legal description of subject property on plan as well as the name, address, and phone number of the applicant, owner, and architect.
2. Include an index sheet with all plan sets.
3. Provide north indication arrow, and orient plans with north toward the top.
4. Plan must be drawn to scale, with scale indicated Use Engineer's or Architect's scale: 1" = 10'; 1/4" = 1'; etc.
5. Show all property lines. Do not use the edge of the paper for property lines.
6. Indicate the name of streets or alleys that border the project.
7. Provide a table indicating the subject property's zoning designation and calculations for density, floor area ratio (FAR), and parking requirements on the cover page/title sheet.
8. Existing site plan shall include the following:
 - Existing building footprint(s), square footage(s), number of stories, and land use;
 - Dimensions from all structures to front, side and rear property lines;
 - Existing parking areas, parking stalls, driveways, and turning areas;
 - Dimensions for existing buildings, driveways, and parking spaces;
 - Fences and walls;
 - Labeled landscaped and paved areas;
 - Location and species of trees on property and the diameter of tree trunks;
 - Sidewalks, streets, and curb cuts adjacent to the property;
9. A certified site survey, which is required for demolition and new development. Site surveys shall be stamped and signed by a certified engineer. Survey must indicate dimensioned setbacks of adjacent properties and must include topography contour lines.
10. Proposed site plans shall show all proposed improvements, and include the following:
 - Proposed building footprints, square footage(s), number of stories and land use;
 - Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. (Turning radius and visibility window templates are available at the planning counter);
 - Dimensions for proposed buildings, driveways, parking spaces, and vehicle back-up areas;
 - Dimension all structures to front, side, and rear property lines;
 - Labeled all landscaped and paved areas, including stoops and paths;
 - Location, height and materials for all proposed fences and walls;
 - Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190;
 - Sidewalks, streets, and curb cuts adjacent to the property;
 - Location for recycling/trash containers, electrical transformers and other equipment;
11. Proposed front, side and rear building elevations must be fully dimensioned and include the following:
 - Existing adjacent structures on either side of the proposed structure, including height, windows, doors and other key elevation information;
 - Proposed construction and/or alterations;
 - Illustration of building height envelope, and dimensions of proposed height of building;
 - Fences and/or walls and their dimensions,
 - Details of windows, doors, railing and fencing;
 - Location of proposed vents, air conditioning equipment, and all rooftop mechanical equipment;
 - Location of proposed utility meters, transformers, and utility boxes;
 - Location of exterior lighting;
 - Existing and proposed materials and colors.

[continued]



SITE PLAN INSTRUCTIONS, CONT'D.

12. Proposed building floor plans shall be fully dimensioned and include the following:
 - Property lines;
 - Square footage of each room;
 - Interior layout of each floor with rooms labeled for proposed use;
 - Existing and proposed windows and doors;
 - Table indicating the square footage for all common/private open space.
13. Provide a roof plan with dimensions and screening of all rooftop mechanical equipment.
14. Cross sections shall be through the major axis of the building(s) and be at the same scale as the building elevations. Indicate ceiling heights on sections. Additional sections may be requested as needed.
15. Provide a preliminary landscape plan per WHMC 19.26. Include the following:
 - Location of all trees, shrubs, groundcover and turf to be planted;
 - Planting list with species and common names of all materials;
 - Drought tolerance levels of proposed plantings per WHMC 19.26.060.
 - Location and sizes of all existing trees on the subject property and whether they are to be removed;
 - Location of non-vegetative landscape elements, such as paving, fences, retaining walls, planters and arbors.
16. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed "alternative design" complies with the intent of the code as described in WHMC 19.36.265.
17. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.
18. Show the width and location of any public or private easements, such as driveways or utility company right-of ways. If there are none, note this on plans.
19. Show and label any obstructions such as telephone poles or street signs in public right-of-ways. If there are none, note this on plans.
20. If a swimming pool, spa, or hot tub is to be included in the proposed project, dimension setbacks from property lines and indicate the location and screening of all appurtenant equipment per WHMC 19.20.140.
21. For multi-family residential projects, indicate area and dimensions of each private and common open-space area.
22. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.
23. For projects to be presented at a neighborhood meeting, provide a massing model. For permits to be reviewed by the Planning Commission, provide a massing model, and a detailed scale model. Models must be to scale and include buildings adjacent to the subject project. (All major commercial projects or residential projects of three units or more require massing models).
24. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit.

[continued]



FOR NEW CONSTRUCTION:

1. Attach survey of site by licensed surveyor.

FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDING THE FOLLOWING:

1. Type of construction of the building.
2. Occupancy classification of the intended uses with corresponding allowable area calculation for mixed occupancies indicated for each floor.
3. Show accessible path of travel and accessible required exits and entrances with corresponding details to verify compliance with requirements, including minimum exit separation, on plans.
4. Identify accessible parking spaces with corresponding details for verification with requirements, including minimum 8'-2" net height clearance for the parking structure, and Van-accessible access aisle with 8' width on plans.
5. Indicate the height of the structure on all elevation views.
6. Provide accessible rest rooms on the second floor of a building for office use.
7. Show dimensions for the elevator car to be accessible. Elevator cannot be on a required exit path.



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



Project Conformity Review Application

Pacific Design Center

Please look carefully through the following list and, to the best of your ability, check ALL the activities and issues that you believe are applicable to your project. When you submit your application, the planner who receives it will review this page with you in detail. You will receive a copy to guide you through city permit processes.

ALTHOUGH THIS FORM IS DESIGNED TO GUIDE YOU THROUGH MOST CITY PROCESSES, THE SIGNATURE ON THIS FORM DOES NOT GUARANTEE THAT THESE ARE THE ONLY PERMITS THE CITY MAY REQUIRE OF YOU.

Does your project involve:	√	You will need the following City agency approvals, permits, or licenses (to be completed by staff):
Change of occupancy or any alteration of building (possible need for compliance with Title 24 - California accessibility standards)?		<input type="checkbox"/> Check first with Building and Safety
New Business, or takeover of existing business?		<input type="checkbox"/> Finance (Bus. License Tax) <input type="checkbox"/> Business License (Code Compliance)
Business open during any of the hours between 2:00 a.m. and 6:00 a.m.?		<input type="checkbox"/> Extended hour Business License (Planning)
Alcoholic beverage service?		<input type="checkbox"/> MCUP (Planning)
Outdoor Dining?		<input type="checkbox"/> Development Permit (Planning)
Signage (new or replacing)?		<input type="checkbox"/> Sign Permit (Planning)
Changes to the exterior of the building?		<input type="checkbox"/> HPC Cert. of Appropriateness
Driveway alteration?		<input type="checkbox"/> DOT (Engineering and Transportation)
Loading zone outside of lot lines of property?		<input type="checkbox"/> DOT (Parking)
Permanent activity on the public right-of-way (sidewalks, streets, alleys) such as storage of construction debris, parking of vehicles, or other activities?		<input type="checkbox"/> DOT (Engineering) <input type="checkbox"/> Landscaping
Temporary activity on the public right-of-way (sidewalks, streets, alleys) such as storage of construction debris, parking of vehicles, or other activities?		<input type="checkbox"/> DOT (Engineering) <input type="checkbox"/> Landscaping
Valet Parking?		<input type="checkbox"/> Business License for Valet Co.
Valet requiring use of on street parking spaces?		<input type="checkbox"/> DOT (Engineering and Parking)
Valet parking to off-site parking lot(s)?		<input type="checkbox"/> DOT (Transportation)
Location in a Flood Hazard Zone?		<input type="checkbox"/> DOT (Engineering)
Alterations to or initiation of trash/recycling schedule or arrangements?		<input type="checkbox"/> Environmental Services
List any other activity involved in your project that you have questions about: _____ _____ _____		<input type="checkbox"/>

*In addition to any agencies determined by this review, all Project Conformity Reviews are subject to approval by the City's Building and Safety Division.

Signatures: Applicant _____ Planner _____



Rehabilitation Incentives Application

INSTRUCTIONS

REHABILITATION INCENTIVES FOR DESIGNATED HISTORIC PROPERTIES

Rehabilitation Incentive, Definition: Incentives for designated cultural resources, which provide financial or physical incentive to the property owner to upkeep, repair and otherwise maintain a designated cultural resource. Incentives include, but are not limited to, changes of use, reduction in development standards, facade easements and the transfer of development rights. In exchange for granting a facade easement, the property owner may receive tax benefits in the form of a charitable contribution for conservation purposes.

Upon designation of a structure or improvement, the property owner may apply for aid and assistance in rehabilitating the designated resource. The purposes of rehabilitation incentives are to encourage restoration and continued maintenance of the City's designated cultural resources; to encourage the designated resource owner's participation in the preservation process; and to balance the goals of preservation with the need for continuing development in the City.

Generally, the Cultural Heritage Commission (CHC) may grant rehabilitation incentives following a public hearing. However, the Planning Commission, following a recommendation by the CHC, is the approval body for all requests for adaptive reuse or an activity normally requiring Commission approval (for example, a hotel, bar or nightclub). All modifications and additions to the building will be evaluated using the Secretary of Interior Standards for Rehabilitation (attached).

APPLICATION CHECKLIST

The following materials must be submitted to the Department of Community Development for the processing of a Rehabilitation Incentive:

- Rehabilitation Incentives Permit Application and Supplement
- Property Owner's Affidavit
- A Restoration or Maintenance Plan prepared by a preservation Architect, six (6) copies. This plan may be reviewed by the Cultural Heritage Advisory Board
- An estimate of the cost of the Restoration or Maintenance Plan from a preservation architect, six (6) sets. (Staff can provide applicant with a list of local preservation architects.)
- A list of any funds granted by any agency, public or private, for the purpose of restoration
- A statement regarding the availability of tax credits that the owner has applied for or has obtained.
- Color photographs showing the entire designated resource, six (6) sets
- Site plan, floor plan(s), elevations, landscape plans, renderings, Green Building Program Point Sheet and any additional drawings requested in specific circumstances, drawn to scale and folded to a maximum of 8 1/2" x 14." FRONT AND REAR ELEVATIONS MUST SHOW ADJACENT BUILDINGS. (Additional sets will be required prior to final planning approval or prior to any required public hearing.)
- You must include:
 - One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.
 - Two (2) sets of full sized plans
 - Two (2) reduced sets at 11" x 17"
- Any other information deemed necessary by the Director of Community Development
- Filing Fee: See Permit Fee Sheet
- For requests involving adaptive reuse of residential buildings only :** Supporting documentation to justify a claim of economic hardship
- Fees Required: The only fees required for this application are fees for noticing of the public hearing which include a newspaper advertisement, mailing labels and postage for a 500' mailing radius and any applicable CEQA fees. Contact the Planning Division for updated fees.



Rehabilitation Incentives Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

DATE OF DESIGNATION _____

PROJECT PROPOSAL

State the *specific rehabilitation incentive* being requested and summarize the project below. Where applicable, attach a narrative describing the details of the design and operation of the project.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



FINDINGS OF FACT

Please address and respond to each of the following findings of fact. Answer to the best of your ability. YES AND NO ANSWERS ARE NOT ACCEPTABLE. Where relevant, justify the ways in which the project meets the Secretary of the Interior's standards.

The incentive(s) to be granted serve(s) to compensate the property owner for the increased burden, in terms of maintenance and expense, that rehabilitation would entail.

The proposed incentive(s) will not impair the architectural, historic or aesthetic integrity of the resource.

The proposed incentive(s) will not be detrimental to the public health, safety or welfare.

ADDITIONAL QUESTIONS FOR CHANGE OF USE REQUESTS:

The change of use will occupy no more than the original square footage of the resource.

The proposed change of use or adaptive reuse would not significantly impair the integrity or character of the neighborhood in which it is located.

[continued]



FINDINGS OF FACT, CONT'D

The change of use or adaptive reuse would result in substantial restoration of the significant and architectural features or exterior architectural appearance of the resource or shall result in a maintenance plan for the building which will ensure the upkeep and continued maintenance of the resource over the expected life of the project.

ADDITIONAL QUESTION FOR REQUESTS TO REUSE A RESIDENTIAL STRUCTURE FOR A COMMERCIAL USE (e.g., a Bed and Breakfast Inn):

In order to qualify to convert from a residential to a commercial use, an economic hardship must exist such that the proposed commercial use is necessary to maintain the building. (Please attach detailed supporting documentation to prove that the historic structure cannot be maintained if the building continues to exist as a residential use.)



Planning Division Permit Application

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), _____
 hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I (we) hereby authorize _____ (list applicant's name)
 to apply for _____ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)
 for _____ (list type of activity).

PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S) _____
 OWNER(S) SIGNATURE(S) _____
 ADDRESS _____
 CITY, STATE, ZIP CODE _____
 TELEPHONE _____

CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL(S) CORPORATE OFFICER(S)
 PARTNER(S) ATTORNEY-IN-FACT
 TRUSTEE(S) OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) _____

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY'S SIGNATURE _____

SEAL:

TO ALL APPLICANTS:

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The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE _____

DATE _____



STANDARDS FOR REHABILITATION

STANDARDS FOR REHABILITATION

- 1 A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- 2 The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
- 3 Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- 4 Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- 5 Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- 6 Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
- 7 Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- 8 Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- 9 New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- 10 New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



Comprehensive Sign Program Application

INSTRUCTIONS

The City of West Hollywood’s Zoning Ordinance includes a Comprehensive Sign Program (Section 19.34.070) that may provide an opportunity to install signs that do not meet the general size & placement requirements of the sign ordinance, but which work together to create a unified theme for signage on a property. The goals of the program are to:

1. Integrate the design of the signs proposed for a development project with the design of the structures, into a unified architectural statement
2. Provide a means for defining common sign regulations for multi-tenant projects, to encourage maximum incentive and latitude in the design and display of multiple signs, and to achieve, not circumvent, the intent of the Sign Chapter.

The Zoning Ordinance indicates certain situations in which signs must be designed and approved through a Comprehensive Sign Program. These include the following:

1. Two or more separate tenant spaces are to be created on the same parcel
2. A new project is proposed with five or more non-exempt signs
3. Two or more new signs are proposed during any 12-month period, at an existing business with five or more non-exempt signs
4. The Director determines that a Comprehensive Sign Program is needed because of special project characteristics (e.g. the size of proposed signs, limited site visibility, a business within a business, the location of the site relative to major transportation routes)

In addition, anyone may request approval for signage under a Comprehensive Sign Program in order to create unified signage for a property.

All sign proposals should be guided by the standards of the Sign Chapter and the City’s design guidelines, included in this packet. Planning staff has the authority to review and approve all Comprehensive Sign Program Permits.

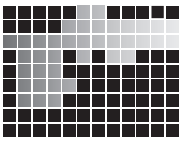
Planning staff may approve revisions to a Comprehensive Sign Program with a standard Sign Permit **if the intent of the original approval is not affected**. However, revisions that substantially deviate from the original approval require the approval of a new Comprehensive Sign Program.

APPLICATION CHECKLIST

A Comprehensive Sign Program Permit requires the submittal of the following:

- A completed Planning Division Permit Application
- A completed Sign Permit Application Supplement
- Three (3) copies at 11” x 17” with site plan and elevations, fully dimensioned and drawn to scale indicating the following:
 - Boundary line of the subject property
 - Property dimension of street frontage and side streets
 - Size and location of existing signage and proposed new signage
 - Dimensions of building wall area on which signs are to be located (if applicable) shown in square feet
 - Height of proposed signs from grade level
 - Location of sign in relation to development and property lines
 - Location and size of any existing sign(s) to remain
 - Description of types, sizes, color, materials, lighting and orientation of all existing and proposed signs
- At least one colorized artist’s rendering of the proposed signage for the entire building
- One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.
- At least one sample of the proposed material type of signage and colors to be used
- A narrative explaining how the proposed project meets the intent of the Comprehensive Sign Program

FAILURE TO FULLY COMPLETE THE APPLICATION AND SUBMIT REQUIRED SITE PLANS MAY CAUSE YOUR APPLICATION TO BE DEEMED INCOMPLETE AND WILL DELAY THE PROCESSING OF THE APPLICATION.



COMPREHENSIVE SIGN PROGRAM CRITERIA

PLEASE SUBMIT A NARRATIVE EXPLAINING HOW THE PROPOSED SIGN(S) MEET(S) THE INTENT OF THE COMPREHENSIVE SIGN PROGRAM. THE NARRATIVE SHOULD THOROUGHLY ADDRESS ALL OF THE FOLLOWING.

Standards. A Comprehensive Sign Program shall comply with the following standards:

1. The program shall comply with the purpose of the Sign Chapter, the Sign Design Guidelines, and the overall intent of the Zoning Ordinance.
2. The signs shall enhance the overall development, be in harmony with, and relate visually to other signs included in the Comprehensive Sign Program, to the structures or developments they identify, and to surrounding development.
3. The program shall accommodate future revisions that may be required because of changes in use or tenants.
4. The program shall comply with the Sign Ordinance standards, except that flexibility is allowed with regard to sign area, number, location, or height to the extent that the Comprehensive Sign Program will enhance the overall development and will more fully accomplish the purposes of the Sign Chapter.

Note: Sign proposals that depart significantly from the letter and general intent of the Sign Chapter in order to create unique signage should be processed as Creative Signs, per Section 19.34.060 of the Zoning Ordinance.



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



SIGN INFORMATION

A. LENGTH OF PRIMARY (LONGEST) BUILDING FRONTAGE (STREET FRONTAGE FOR THIS ESTABLISHMENT ONLY)

B. AMOUNT OF SIGNAGE ALLOWED FOR THIS PROPERTY (A. FROM ABOVE X 1 SQ. FT.)

C. NUMBER OF EXISTING SIGNS

D. NUMBER OF EXISTING SIGNS TO REMAIN

E. NUMBER OF NEW SIGNS PROPOSED

F. TOTAL NUMBER OF SIGNS

SIGN 1
TYPE OF SIGN: _____
NEW SIGN <input type="checkbox"/> EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____
DIMENSIONS OF SIGN _____
SQUARE FOOTAGE OF SIGN _____
AMOUNT OF PROJECTION FROM BUILDING FACE _____

SIGN 2
TYPE OF SIGN: _____
NEW SIGN <input type="checkbox"/> EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____
DIMENSIONS OF SIGN _____
SQUARE FOOTAGE OF SIGN _____
AMOUNT OF PROJECTION FROM BUILDING FACE _____

SIGN 3
TYPE OF SIGN: _____
NEW SIGN <input type="checkbox"/> EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____
DIMENSIONS OF SIGN _____
SQUARE FOOTAGE OF SIGN _____
AMOUNT OF PROJECTION FROM BUILDING FACE _____

SIGN 4
TYPE OF SIGN: _____
NEW SIGN <input type="checkbox"/> EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____
DIMENSIONS OF SIGN _____
SQUARE FOOTAGE OF SIGN _____
AMOUNT OF PROJECTION FROM BUILDING FACE _____

ADDITIONAL SIGN INFORMATION: Please fill out the following if they pertain to any existing or proposed signs.

CANOPY AND AWNING SIGN (Sign # _____)

TOTAL EDGE OF CANOPY/AWNING _____

DISTANCE FROM CURB TO BUILDING _____

DISTANCE FROM CURB TO SIGN _____

WINDOW SIGN (Sign # _____)

TOTAL AREA OF WINDOW(S) _____

PROJECTING SIGN (Sign # _____)

AMOUNT OF SIGN PROJECTING FROM BUILDING _____

MONUMENT SIGN (Sign # _____)

DISTANCE FROM PUBLIC RIGHT-OF-WAY _____

DIMENSIONS OF LANDSCAPED PLANTER AROUND SIGN _____

BUILDING IDENTIFICATION SIGN (Sign # _____)

HEIGHT TO BOTTOM OF SIGN MEASURED FROM GRADE _____



INSTRUCTIONS

The City of West Hollywood’s Zoning Ordinance includes a Creative Sign Program (Section 19.34.060) that may provide an opportunity to install a sign that does not meet the general size and placement requirements of the sign ordinance, but which displays creativity and unique design. The goals of the program are to:

1. Encourage signs of unique design, and that exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit
2. Provide a process for the application of sign regulations in ways that will allow creatively designed signs that make a positive visual contribution to the overall image of the City, while mitigating the impacts of large or unusually designed signs.

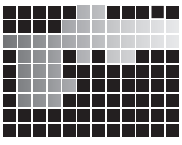
A proposed sign that is 50 square feet or less is subject to review and approval by the Director of Community Development. Signs larger than 50 square feet require Planning Commission approval. Prior to issuance of the permit, notice of the request must be posted on the property for 10 days to allow for public comment.

APPLICATION CHECKLIST

A Creative Sign permit requires the submittal of the following:

- A completed Planning Division Permit Application
- A completed Sign Permit Application Supplement
- A complete narrative explaining how the proposed sign(s) meet(s) the design criteria for creative signs
- Three (3) copies (10 copies if Commission approval required) of a minimum 11”x 17” site plan and elevations, fully dimensioned and drawn to scale indicating the following:
 - Boundary line of the subject property
 - Property dimension of street frontage and side streets
 - Size and location of existing signage and proposed new signage
 - Dimensions of building wall area on which sign is to be located (if applicable) shown in square feet
 - Height of proposed sign from grade level
 - Location of sign in relation to development and property lines
 - Location and size of any existing sign(s) to remain
 - Description of types, sizes, color, materials, lighting and orientation of all existing and proposed signs
- At least one colorized artist’s rendering of the proposed signage for the entire building
- One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.
- At least one sample of the proposed material type of signage and colors to be used
- Filing fee

FAILURE TO FULLY COMPLETE THE APPLICATION AND SUBMIT REQUIRED SITE PLANS MAY CAUSE YOUR APPLICATION TO BE DEEMED **INCOMPLETE** AND WILL DELAY THE PROCESSING OF THE APPLICATION.



CREATIVE SIGN DESIGN CRITERIA

The Director of Planning Commission may only approve an application for a Creative Sign if the proposal meets **all** of the following design criteria. **Please submit a narrative explaining how the proposed sign(s) will comply with the criteria.**

○ **DESIGN QUALITY**

The sign shall:

- Constitute a substantial aesthetic improvement to the site and shall have a positive visual impact on the surrounding area
- Be of unique design, and exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit
- Provide strong graphic character through the imaginative use of graphics, color, texture, quality materials, scale, and proportion

○ **CONTEXTUAL CRITERIA**

The sign shall contain at least one of the following elements:

- Classic historic design style
- Creative image reflecting current or historic character of the City
- Symbols or imagery relating to the entertainment or design industry
- Inventive representation of the use, name, or logo of the structure or business

○ **ARCHITECTURAL CRITERIA**

The sign shall:

- Utilize or enhance the architectural elements of the building
- Be placed in a logical location in relation to the overall composition of the building's facade and not cover any key architectural features and details of the facade

○ **NEIGHBORHOOD IMPACTS**

The sign shall be located and designed not to cause light and glare impacts on neighboring residential uses



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

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E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

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SIGN INFORMATION

A. LENGTH OF PRIMARY (LONGEST) BUILDING FRONTAGE (STREET FRONTAGE FOR THIS ESTABLISHMENT ONLY)

B. AMOUNT OF SIGNAGE ALLOWED FOR THIS PROPERTY (A. FROM ABOVE X 1 SQ. FT.)

C. NUMBER OF EXISTING SIGNS

D. NUMBER OF EXISTING SIGNS TO REMAIN

E. NUMBER OF NEW SIGNS PROPOSED

F. TOTAL NUMBER OF SIGNS

SIGN 1
TYPE OF SIGN: _____
NEW SIGN <input type="checkbox"/> EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____
DIMENSIONS OF SIGN _____
SQUARE FOOTAGE OF SIGN _____
AMOUNT OF PROJECTION FROM BUILDING FACE _____

SIGN 2
TYPE OF SIGN: _____
NEW SIGN <input type="checkbox"/> EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____
DIMENSIONS OF SIGN _____
SQUARE FOOTAGE OF SIGN _____
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SIGN 3
TYPE OF SIGN: _____
NEW SIGN <input type="checkbox"/> EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____
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TYPE OF SIGN: _____
NEW SIGN <input type="checkbox"/> EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____
DIMENSIONS OF SIGN _____
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ADDITIONAL SIGN INFORMATION: Please fill out the following if they pertain to any existing or proposed signs.

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TOTAL EDGE OF CANOPY/AWNING _____

DISTANCE FROM CURB TO BUILDING _____

DISTANCE FROM CURB TO SIGN _____

WINDOW SIGN (Sign # _____)

TOTAL AREA OF WINDOW(S) _____

PROJECTING SIGN (Sign # _____)

AMOUNT OF SIGN PROJECTING FROM BUILDING _____

MONUMENT SIGN (Sign # _____)

DISTANCE FROM PUBLIC RIGHT-OF-WAY _____

DIMENSIONS OF LANDSCAPED PLANTER AROUND SIGN _____

BUILDING IDENTIFICATION SIGN (Sign # _____)

HEIGHT TO BOTTOM OF SIGN MEASURED FROM GRADE _____



INSTRUCTIONS

The City of West Hollywood has developed a sign ordinance that regulates all signage in both commercial and residential zones. Most signs, including all permanent signs advertising a business, are subject to a sign permit issued by the Community Development Department. Table 3-12, attached to this packet, provides the basic and most frequently needed sign requirements. Further regulations may be found in the Zoning Ordinance, Chapter 19.34 - "Sign Standards".

The City has also adopted Sign Design Guidelines to guide applicants towards signage that is more appropriate to meet the City's urban design goals. In addition to the regulations, these guidelines should be considered when preparing your sign proposal.

Please Note: Cabinet (can) signs are not permitted for any sign in any zone. A cabinet sign is defined as "a sign that contains all the text and/or logo symbols within a single enclosed cabinet and may or may not be illuminated."

APPLICATION CHECKLIST

A sign permit that can be reviewed and approved by the Community Development Director requires submittal of the following:

- A completed Planning Division Permit Application
- A completed Sign Permit Application Supplement
- Three copies of site plan and elevations, at 11" x 17", fully dimensioned and drawn to scale indicating the following:
 - Boundary line of the subject property
 - Property dimension of street frontage and side streets
 - Size and location of existing signage and proposed new signage
 - Dimensions of building wall area on which sign is to be located (if applicable) shown in square feet
 - Height of proposed sign from grade level
 - Location of sign in relation to development and property lines
 - Location and size of any existing sign(s) to remain
 - Description of letters and background area by name and sample
- One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.

FAILURE TO FULLY COMPLETE THE APPLICATION AND SUBMIT REQUIRED SITE PLANS MAY CAUSE YOUR APPLICATION TO BE DEEMED **INCOMPLETE** AND WILL DELAY THE ACCEPTANCE AND PROCESSING OF THE APPLICATION.



Planning Division Permit Application

PERMIT NUMBERS:

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PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

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CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

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STATE _____

ZIP _____

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LEGAL DESCRIPTION:

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B. AMOUNT OF SIGNAGE ALLOWED FOR THIS PROPERTY (A. FROM ABOVE X 1 SQ. FT.)

C. NUMBER OF EXISTING SIGNS

D. NUMBER OF EXISTING SIGNS TO REMAIN

E. NUMBER OF NEW SIGNS PROPOSED

F. TOTAL NUMBER OF SIGNS

SIGN 1	
TYPE OF SIGN: _____	
NEW SIGN <input type="checkbox"/>	EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____	
DIMENSIONS OF SIGN _____	SQUARE FOOTAGE OF SIGN _____
AMOUNT OF PROJECTION FROM BUILDING FACE _____	

SIGN 2	
TYPE OF SIGN: _____	
NEW SIGN <input type="checkbox"/>	EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____	
DIMENSIONS OF SIGN _____	SQUARE FOOTAGE OF SIGN _____
AMOUNT OF PROJECTION FROM BUILDING FACE _____	

SIGN 3	
TYPE OF SIGN: _____	
NEW SIGN <input type="checkbox"/>	EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____	
DIMENSIONS OF SIGN _____	SQUARE FOOTAGE OF SIGN _____
AMOUNT OF PROJECTION FROM BUILDING FACE _____	

SIGN 4	
TYPE OF SIGN: _____	
NEW SIGN <input type="checkbox"/>	EXISTING SIGN <input type="checkbox"/>
HEIGHT TO TOP OF SIGN MEASURED FROM GRADE _____	
DIMENSIONS OF SIGN _____	SQUARE FOOTAGE OF SIGN _____
AMOUNT OF PROJECTION FROM BUILDING FACE _____	

ADDITIONAL SIGN INFORMATION: Please fill out the following if they pertain to any existing or proposed signs.

CANOPY AND AWNING SIGN (Sign # _____)

TOTAL EDGE OF CANOPY/AWNING _____

DISTANCE FROM CURB TO BUILDING _____

DISTANCE FROM CURB TO SIGN _____

WINDOW SIGN (Sign # _____)

TOTAL AREA OF WINDOW(S) _____

PROJECTING SIGN (Sign # _____)

AMOUNT OF SIGN PROJECTING FROM BUILDING _____

MONUMENT SIGN (Sign # _____)

DISTANCE FROM PUBLIC RIGHT-OF-WAY _____

DIMENSIONS OF LANDSCAPED PLANTER AROUND SIGN _____

BUILDING IDENTIFICATION SIGN (Sign # _____)

HEIGHT TO BOTTOM OF SIGN MEASURED FROM GRADE _____



**CITY OF WEST HOLLYWOOD
OUTDOOR SMOKING OPERATIONS PLAN APPLICATION**

All applicants must include a scaled drawing of the business site plan that includes a clear diagram of any outdoor area where smoking would be allowed pursuant to City of West Hollywood Ordinance 11-863, INCLUDING detailed drawings of adjacent businesses within 5 feet of the smoking area.

Business Name		Type of Business (check appropriate box)	
		<input type="checkbox"/> Restaurant	<input type="checkbox"/> Nightclub
		<input type="checkbox"/> Bar	<input type="checkbox"/> Other _____
Business Owner Name		Business Email Address	
Business Property Address			
Business Phone	Business Fax	Conditional Use Permit Number (if applicable)	
()	()		
Please list all <u>active</u> Business Licenses			

Please mark all that apply to this business:

- Open Air Area of a Bar, Nightclub or Restaurant.
- This business is an existing licensed Private Membership Club that has been in continuous operation since February 1, 2011.
- This business is an existing licensed Hookah Café that has been in continuous operation since February 1, 2011. Note: Hookah smoking shall not be permitted indoors. Other than Hookah, all other smoking materials, including but not limited to marijuana, cigarettes and/or cigars shall not be permitted in outdoor area.
- Unenclosed congregation area of a restaurant.
To qualify in this category, the following must apply:
 1. Food cannot be served to patrons in this area
 2. The smoking area must be completely separate and segregated with a minimum 5-foot buffer from any outdoor dining area where smoking is not permitted
 3. Smoke cannot be detected or smelled in the nonsmoking area
- This area is excluded from the definition of “place of employment” in the California Labor Code Sections 6404.5(d)

By signing below, I / We agree to comply with all smoking ordinances, rules and regulations of the City of West Hollywood. In addition, I agree to advise the City of West Hollywood of any and all changes to this smoking operations plan when they occur. I understand the failure to truthfully complete this application may result in the denial of the application.

SIGNATURE	PRINT NAME	DATE
-----------	------------	------

Once this Smoking Operations Plan Application has been received, the Applicant shall be contacted to schedule a Site Inspection.

OFFICIAL USE ONLY

Application Received by (print name):	Date Received	Deemed Complete:
---------------------------------------	---------------	------------------

Site Inspection Performed by (print name):	Date:
--	-------

Staff Comments:

FINDINGS: CONDITIONS OF APPROVAL/EXPLANATION OF DENIAL

STATUS OF SMOKING OPERATIONS PLAN **Approved** **Denied**

Anne McIntosh - Deputy City Manager/Community Development Director	Date:
--	-------

Once this Smoking Operations Plan Application has been received, the Applicant shall be contacted to schedule a Site Inspection.

ORDINANCE NO. 11-863

AN ORDINANCE OF THE CITY OF WEST HOLLYWOOD AMENDING THE WEST HOLLYWOOD MUNICIPAL CODE TO PROHIBIT SMOKING IN OUTDOOR DINING AND OTHER PUBLIC AREAS AND ELIMINATE EXISTING REGULATIONS THAT ARE DUPLICATIVE OF STATE LAW

THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Subsection 1.08.010.e. of Title 1, Chapter 1.08 of the West Hollywood Municipal Code is hereby amended by amending the third category of offenses listed therein to read as follows:

Chapter 7.08 Smoking in Public Places and Outdoor Dining Areas;

SECTION 2. Chapter 7.08 of Title 7 of the West Hollywood Municipal Code is amended in its entirety to read as follows:

Chapter 7.08 Smoking in Public Places and Outdoor Dining Areas

7.08.010 Purpose.

The smoking of tobacco, or any other weed or plant, is a positive danger to health and a material annoyance, inconvenience, discomfort and a health hazard to those who are exposed to the resulting smoke. State law prohibits smoking in enclosed places of employment. In order to serve public health, safety and welfare, the purpose of this chapter is to also prohibit the smoking of tobacco, or any weed or plant, in public places and places designated for outdoor dining and congregation, except in designated smoking areas. This chapter shall be interpreted in a manner supplementary to and consistent with California Labor Code Section 6404.5 and California Health and Safety Code Sections 104495 and 118875, *et seq.*, as amended, and in all cases of conflict between this ordinance and any state law, the applicable state law provision shall prevail.

7.08.020 Definitions.

As used in this chapter:

1. "Bar" shall mean an establishment: (1) that sells or offers for sale alcoholic beverages pursuant to a license from the Department of Alcoholic Beverage Control; (2) that limits entry to persons of a certain age during some or all operating hours; and (3) where food service, if any, is subordinate to the sale

of alcoholic beverages. This does not include a bar area that is an integrated part of a restaurant.

2. "Employee" shall mean any person who is employed by any employer in consideration for direct or indirect monetary wages or profit.

3. "Employer" shall mean any person who employs the services of an individual person.

4. "Enclosed" shall mean closed in by a roof and walls with appropriate openings for ingress and egress.

5. "Hookah Café" shall mean any facility or location whose business operation, whether as its primary use or as an accessory use, is denoted by the smoking of tobacco or other substances through one or more pipes (commonly known as a hookah, waterpipe, shisha or narghile) designed with a tube passing through an urn of water that cools the smoke as it is drawn through it, including but not limited to establishments known variously as hookah bars, hookah lounges or hookah cafes.

6. Minor means a person who is under eighteen years of age.

7. Nightclub means a bar or similar establishment that provides live entertainment (music and/or dancing, comedy, etc.) in conjunction with alcoholic beverage sales.

8. Open Air Dining Area means any unenclosed area located on private or public property made available to or customarily used by the general public that is designed, established or regularly used for consuming food and/or beverages, or where food or beverages are served whether or not for compensation. This includes without limitation restaurants, restaurants at hotels and private clubs, cafes, and coffee shops.

9. Outdoor Service Area means any unenclosed area where one or more persons wait for, receive or exchange goods or services of any kind; including without limitation lines or waiting areas for: (a) ATM machines; (b) information kiosks; (c) banks; (d) restaurants and other food service; (e) tickets and admission to a theater or other venue event; (f) car washes and vehicle service establishments; and (g) valet parking pick-up areas.

10. "Place of Employment" shall have the same meaning as the term is used in California Labor Code Section 6404.5, as amended.

11. "Private Membership Club" shall mean a facility where (1) entry into and use of the facility is restricted to members and guests of members; (2) membership is subject to approval by club members or club management; (3)

the members are required to pay dues for use and/or maintenance of the facilities.

12. "Public Place" shall mean any enclosed public place within an establishment where smoking is prohibited by law, in which the public is permitted, including without limitation, public restrooms, elevators, stairwells and parking facilities, to the extent not otherwise governed by or exempted from California Labor Code Section 6404.5 and California Health and Safety Code Section 118875, *et seq.* A private residence is not a "public place"; however, an elevator in a residential building shall constitute a public place.

13. "Restaurant" means an establishment that: (1) sells, or offers for sale, food and beverages during all hours it is open for business; (2) prepares food on-site in a kitchen capable of preparing food from its component ingredients and otherwise meets the definition of a "bona fide public eating place" contained in California Business & Professions Code §23038; and (3) where service of alcoholic beverages is secondary to service of food except that the term "restaurant" shall not include a "bar" or "nightclub" as defined above.

14. "Smoke" or "smoking" shall mean and include the carrying of a lighted pipe, or lighted cigar, or lighted cigarette of any kind, or the lighting, burning, inhaling or exhaling of the smoke of a pipe, cigar, or cigarette of any kind.

15. "Unenclosed" means a predominantly outdoor area that does not meet the definition of "enclosed."

7.08.030 Smoking Regulations.

a. In addition to all places where smoking is prohibited under state or federal law, in which case those laws apply, no person shall smoke in, and smoking areas shall not be established or designated in:

1. Open Air Dining Areas, pursuant to subsection (e) below;
2. Outdoor Service Areas;
3. Enclosed Public Places;
4. Any area where the owner, operator, manager or other person exercising management and control over the property has declared the area, where smoking would otherwise be allowed, to be a non-smoking area and posted the appropriate signage as set forth in this chapter; and
5. Within five feet of the entrance, divider, opening or doorway to a smoke-free Open Air Dining Area, or Outdoor Service Area, where smoking is prohibited by this chapter, except while actively passing by on the way to another destination.

b. No employer and no owner, operator, manager, employee or other person having control of a place of employment or a public place shall make ashtrays available in any area where smoking is prohibited.

c. No owner, operator, manager, employee or other person having control of a restaurant shall place matchbooks on tables or otherwise make matchbooks or matches available to patrons; provided, however, that upon request a promotional matchbook may be provided to a patron only when departing the restaurant.

d. No person shall dispose of smoking waste or place or maintain a receptacle for smoking waste in an area where smoking is prohibited by this chapter or other law, or within a distance of five feet from an area where smoking is prohibited.

e. Notwithstanding section (a) above, smoking may be permitted and smoking areas may be designated in the following places:

(1) an Open Air Dining Area of a Bar or Nightclub;

(2) an unenclosed congregation area of a Restaurant, provided that food is not served to patrons in this area, the area is completely separate and segregated from any Outdoor Dining Area where smoking is not permitted, and smoke cannot be detected or smelled in the nonsmoking area;

(3) areas excluded from the definition of "Place of Employment" in California Labor Code Sections 6404.5(d), as may be amended from time to time; and

(4) at the specific Hookah Cafes that are open and in continuous operation at the same location on or prior to February 1, 2011, provided that the operators have submitted a smoking operations plan for review and approval in compliance with Section 7.08.050; and

(5) at the specific Private Membership Clubs that are open and in continuous operation at the same location on or prior to February 1, 2011, provided that the operators have submitted a smoking operations plan for review and approval in compliance with Section 7.08.050.

f. Any person who owns, operates, manages or otherwise exercises management and control over a public place, place of employment or any other establishment may designate the entire property, business or facility as a no-smoking area.

g. No business owner, operator or manager shall knowingly or intentionally allow smoking in an Open Air Dining Area or Outdoor Service Area that is under his, her or its control in a manner that violates this chapter. This law does not require the physical ejection of any person from the business or the taking of steps to prevent smoking under circumstances that would involve a significant risk of physical harm.

7.08.040 Posting.

a. Signs not less than eight inches by ten inches in size stating "No Smoking" with letters not less than one inch in height and including the international "No Smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a diagonal red bar) shall be clearly, sufficiently and conspicuously posted by the owner, operator, manager or other person having control of every room, building or other place where smoking is regulated by this chapter either (i) on a wall not less than eight feet nor more than ten feet above floor level, or (ii) on moveable freestanding signs between three feet and five feet in height. In rooms containing tables for patrons or customers, an additional sign not less than four inches by six inches in size containing the same message in the same size lettering shall be placed on each table. Each of the foregoing signs shall, in addition, include a reference to "Chapter 7.08 of the West Hollywood Municipal Code," and include a telephone number designated by the City to which complaints of violations of this chapter may be reported.

7.08.050 Smoking Operations Plan.

a. The owner or operator of any establishment where outdoor smoking is permitted under 7.08.030.e, shall be required to submit a smoking operations plan to the Director of Community Development for review and approval before on-site smoking will be permitted. The plan shall include information required by the Director as needed for a complete understanding of the proposed smoking operations and to establish compliance with this chapter. Examples of the information that may be required include the location of any areas where smoking will be permitted on-site, where smoking will be prohibited, any applicable buffer zones, and other information necessary to establish compliance with this Chapter. The owner or operator shall maintain a current smoking operations plan on file with the Director.

b. The owner or operator shall maintain a copy of its smoking operations plan on-site and shall produce and exhibit the same whenever requested to do so by any person authorized to enforce the provisions of this chapter or the West Hollywood Municipal Code.

c. An approved smoking operations plan shall be automatically suspended if the smoking operations shown in the approved plan are modified for any

reason, there is a change in business operation that affects the smoking operations shown in the plan, there is a change in business ownership, or the physical layout of the establishment is reconfigured or redesigned. A new smoking operation plan shall be submitted for review and approval before smoking shall be allowed on the premises.

d. Where the placement of adjacent buildings where smoking is permitted, or similar practical problems prevent compliance with the five foot buffer zone required under 7.08.030.a.5 above, smoking may be permitted in the buffer zone provided that the business owner or operator submits a smoking operations plan in compliance with this Section.

e. The Community Development Director shall have the authority to promulgate rules, regulations and procedures as may be necessary to effectuate the purpose of this section.

7.08.060 Enforcement.

a. **Duty to Inform.** Owners, operators, managers or employees of same shall be required to orally inform persons violating this chapter of the provisions thereof. The duty to inform such violator shall arise when such owner, operator, manager or employee of same becomes aware of such violation.

b. **Civil Action.** Any aggrieved person may enforce the provisions of this chapter by means of a civil action.

c. **Injunction.** Any person who commits, or proposes to commit, an act in violation of this chapter may be enjoined therefrom by any court of competent jurisdiction. An action for injunction under this subsection may be brought by any aggrieved person, by the City Attorney, or by any person or entity which will fairly and adequately represent the interests of the protected class.

d. **Costs and Fees.** In any action under this section by an employee alleging retaliation or discrimination by an employer for exercising rights under this chapter, the prevailing party shall be awarded costs and reasonable attorneys' fees.

7.08.070 Violations.

a. A violation of this Chapter shall be subject to the administrative penalty provisions of Sections 1.08.030 through 1.08.070.

b. The City Manager shall have primary responsibility, with the assistance of the Sheriff's Department as may be necessary or desirable, for the enforcement of the regulations contained herein. Nothing in this section shall

preclude the City Manager from seeking to obtain voluntary compliance by way of a warning, notice, or informational material.

c. Any person violating Labor Code Section 6404.5, as amended, shall be guilty of an infraction, which as set forth in such Section 6404.5(j) requires local law enforcement agencies to enforce those provisions.

SECTION 3. Grace Period. A grace period shall follow the effective date of this ordinance to permit a period of public education. The provisions of this ordinance shall become effective and enforceable starting at 11:00 P.M. on January 1, 2012.

- a. Within thirty days of the effective date of this Ordinance:
 1. Any business with an Open Air Dining Area or Outdoor Service Area where smoking will be prohibited by this ordinance shall post a notice near an entrance, exit or cashier area in size 14 font or larger that is clearly visible and readable to a majority of customers that shall remain posted through the end of the one year grace period that states:
 - i. Beginning January 1, 2012, smoking is prohibited in the open air dining area [and/or outdoor service area] of this business and within five (5) feet of this business.
- b. Permanent signs
 1. The permanent signs required pursuant to 7.08.040 shall be posted no later than January 1, 2012.
- c. Any business required to submit a smoking operations plan to the City shall submit such plan for review and approval by October 1, 2011.

PASSED, APPROVED AND ADOPTED by the City Council of the City of West Hollywood at a regular meeting held this 22nd day of February, 2011 by the following vote:

AYES:	Councilmember:	Land, Prang and Mayor Heilman.
NOES:	Councilmember:	Horvath and Mayor Pro Tempore Duran.
ABSENT:	Councilmember:	None.
ABSTAIN:	Councilmember:	None.



JOHN HEILMAN, MAYOR

ATTEST:




THOMAS R. WEST, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF WEST HOLLYWOOD)

I, THOMAS R. WEST, City Clerk of the City of West Hollywood, do hereby certify that the foregoing Ordinance No. 11-863 was duly passed, approved and adopted by the City Council of the City of West Hollywood at a regular meeting held on the 22nd day of February, 2011, after having its first reading at the regular meeting of said City Council on the 7th day of February, 2011.

I further certify that this ordinance was posted in three public places as provided for in Resolution No. 5, adopted the 29th day of November, 1984.

WITNESS MY HAND AND OFFICIAL SEAL THIS 23RD DAY OF FEBRUARY, 2011.



THOMAS R. WEST, CITY CLERK



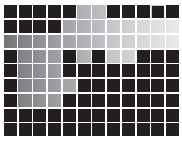
(SUBMIT THIS PAGE AS A COVER SHEET WITH THE FOLLOWING DOCUMENTS)

- Planning Division Permit Application
- Owner's Affidavit
- Environmental Initial Study Questionnaire
- Maps (25 copies)
- Photographs (No aerial photos)
- Affidavit of Easements
- USGS Quad Sheet with Land Division Plotted (if project is in hilly terrain)
- Tenants Notification Agreement

NOTE: Write Subdivision Map Number on all items submitted

FOR CONDOMINIUM CONVERSIONS ADD:

- Building Permit or Certificate of Occupancy
- Breakdown of Units (i.e. number of 1-, 2-bedroom units, etc.)
- Letter advising that tenants have been notified of their relocation rights and of the provision of Section 66452.9 of the Subdivision Map Act 60 days prior to the filing of the tentative map and a copy of the notification to the tenants as it is specifically worded in the Map Act
- Rent Stabilization Information Sheet



GENERAL INFORMATION

Tentative Tract Maps and Parcel Maps are processed by the West Hollywood Department of Community Development. The application should be submitted according to the attached instructions. The TTM/PM is reviewed by staff and decided upon by the Planning Commission, along with the rest of the application for the related project. Following application, staff will determine if any environmental studies will be required prior to approval.

Final Maps: The City of West Hollywood contracts with the Los Angeles County Department of Public Works (Building and Safety and Land Development Division) for plan check services. The location and phone number of this office is:

900 S. Fremont Street, Alhambra
(626) 458-4904

All City conditions of the Tentative/Parcel Map must be compiled with prior to scheduling of a Council meeting for approval of the Final Map. Some examples of standard conditions are listed on the following page.

The following outlines the Final Map application and approval process:

- 1 The applicant obtains application forms, fee schedule and directions from the above County office.
- 2 The City-approved tentative map is submitted directly to the County Department of Public Works for plan check along with all fees for their services.
- 3 When the County Department of Public Works has completed the plan check process, they issue a letter to the City acknowledging their approval.
- 4 The applicant then brings the original mylar of the Final Map and a copy of the County letter to the City of West Hollywood City Engineer, who prepares a report for the City Council for approval of the Final Map.
- 5 Upon Council approval, the approved map is stamped and signed by the City Clerk and returned to the applicant.
- 6 The applicant delivers the map to the County Department of Public Works at the same address above to be recorded. Any county-related taxes or fees are issued directly by the County.
- 7 The applicant delivers a copy of the recorded map to the Planning Division of the City of West Hollywood for the City files.

Standard Conditions of City Agencies for Subdivision Maps:

Department of Transportation and Public Works:

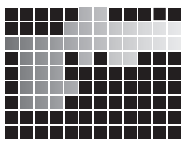
- **The tentative tract/parcel map** must be submitted to and approved by the City Engineer prior to being filed with the County Recorder and before final map approval.
- **A street and parkway improvement plan:** This will require approval from the City Engineer before final map approval.
- **An off-site grading plan showing drainage and secondary drainage options:** This must be submitted to and approved by the City Engineer for plan check.
- **Clearances from all affected Departments and Divisions, including a clearance from the L.A. County Department of Public Works Land Development Division for the following mapping items:** mathematical accuracy; survey analysis; and correctness or certificates, signatures, etc.
- **Standard condominium notes:** These are placed on the final map to the satisfaction of the L.A. County Department of Public Works Land Development Division.
- **Signatures of record title and a title report/guarantee showing all fee owners and interest holders.**

Planning Division:

- **A copy of the covenants, conditions and restrictions (CC&Rs):** The application must submit these prior to the filling of the final map. The CC&Rs must include provisions for the maintenance of the common facilities and installation of adequate lighting systems for all walkways.
- **Payment of the Public Open Space Development (Quimby) fee:** The formula used by Los Angeles County to calculate Park and Recreation fees at the time of map approval is used to calculate the amount of the fees to be paid to the City of West Hollywood.

Building and Safety: A preliminary soil report: If grading and/or new construction is involved in the project, this report must be submitted to and approved by Building and Safety prior to approval of the final map. The report, based on adequate test borings or excavations, must:

- 1 Describe any soil or geologic conditions which, if not corrected, might lead to structural damage or slope failure; and
- 2 Recommend action likely to prevent structural damage or slope failure. A soil expansion index test is required and must be done in accordance with procedures of UBC Standard No. 18-1.



SUBDIVISION MAP SHALL SHOW THE FOLLOWING:

- Tract or parcel map number in lower right hand corner.
- Date, north point, scale and name of all owners.
- Boundaries
 - Approximate bearings and distances.
 - Use heavy lines to define.
 - Label with references to adjoining recorded maps or deed lines.
- Legal description of the land - sufficient to define boundaries.
- Lots - number of each lot and approximate dimensions.
- Contours (approximate) within and adjacent to subdivision.
- Streets
 - Existing within and adjoining the subdivision - show name, location, width, status, and existing and proposed improvements.
 - Proposed - Identify by name or letter. Show location, width, status and improvements.
 - Curve radius.
 - Rate of grade, drainage direction, and water distribution.
- Easements - Locations, width and status within adjoining subdivision.
- Vicinity Map, if appropriate. Show approximate distance from property boundary to at least one major street and, if possible, to two streets.
- Existing structures: Show approximate location of those not to be removed. Show if within 50' of subdivision on adjoining land.
- Grading plan (preliminary), if grading indicated on Owner's Statement.
- Zoning: present and proposed; delineate zone boundaries.
- Storm water - approximate limits of any area subject to storm water overflow or inundation & the location, width, and direction of flow of each water course and/or swale.
- Wells: existing or proposed.
- Description of Project.
- Apartment Projects (condominium or lease)
 - Show structures with number of units therein, building setbacks and required distance between buildings.
 - Access: vehicular and pedestrian. Show on map, specify widths.
 - Parking: Show or note on map. Specify number and type (covered or uncovered).
 - Recreation and service area.
 - If more than one lot, specify the net area, the number of dwelling units, and the number of parking spaces for each lot.
 - If a condo conversion, note on the map the project address and the number of each type of unit (1 Br, 2 Br, etc.) and comply with the State Subdivision Map Act requirements for tenant notification of relocation fees and moving costs allocations. Submit a letter indicating that the tenants have been notified prior to submittal of the tentative map. Also, submit schedule of rents.
 - Building permits.
 - Submit letter that tenants have been notified of the provision of Sec. 66452.9 of the Subdivision Map Act and a copy of the notification to the tenants as it is specifically worded in the Map Act.
- Sewage Disposal - Location of any existing sewage disposal system which is proposed to remain in the division of land.



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



Planning Division Permit Application

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), _____
 hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I (we) hereby authorize _____ (list applicant's name)
 to apply for _____ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)
 for _____ (list type of activity).

PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S) _____
 OWNER(S) SIGNATURE(S) _____
 ADDRESS _____
 CITY, STATE, ZIP CODE _____
 TELEPHONE _____

CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL(S) CORPORATE OFFICER(S)
 PARTNER(S) ATTORNEY-IN-FACT
 TRUSTEE(S) OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) _____

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY'S SIGNATURE _____

SEAL:

TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE _____

DATE _____



Planning Division Permit Application

NOTICE

**IMPORTANT NOTICE:
 MAJOR REMODELS ARE TREATED EXACTLY THE SAME AS NEW BUILDINGS BY THE ZONING CODE**

A REMODEL QUALIFIES AS A MAJOR REMODEL/NEW BUILDING FOR PLANNING PURPOSES WHEN:

“The removal of 50% or more of the exterior wall area (which includes walls, doors, and windows) or the removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns or girders), whichever is more restrictive” according to the definition of Major Remodels in section 19.90.020 in the West Hollywood Zoning Code. The same language is repeated in Section 19.48.020 under Development Permits.

Degenerative processes that weaken a building’s structural integrity, such as rot, termite damage, or deficiencies of construction (such as inadequately sized construction members, or inadequate structural connections, or foundations) do not constitute grounds for an exemption from the 50% rule. These are normal conditions that are often encountered in renovation. Only buildings, which have been damaged by a calamity, such as flood, fire, or storm damage, have the possibility of retaining non-conforming rights.

THE CONSEQUENCES OF CHANGING A PROJECT STATUS FROM REMODEL TO NEW CONSTRUCTION ARE:

New buildings must meet all the applicable building and planning standards (such as parking at current rates, density/FAR, setbacks, and height limit), pay the planning fees for a development permit for a new building, and pay all applicable exaction fees for a new building. For some projects it can even mean that the entire building must be torn down, and an entirely new project proposed, for the reason that the remodel-turned-into-new building cannot meet current requirements. There are no exemptions from these circumstances.

Applicants who know prior to commencement of construction that there has been inadequate existing construction, or degenerative processes such as termite damage or rot, or who find these conditions during construction, must immediately consult with Planning and Building and Safety in order to determine what corrective measures (such as replacing termite-ridden studs, for example) would push a project over the 50% mark and qualify it as a new building. This must be done before construction, prior to the point at which corrective action for these existing conditions is taken. Applying for Planning permission after the fact of exceeding the 50% limit does not in any way retain non-conforming status for a building.

Planning Department approval of documents that imply, but do not explicitly state, or which have only partial information, that a building may exceed the 50% rule does not constitute de facto Planning Department approval for a major remodel/new building. Planning permission for a new building or remodel can only be obtained by submitting an application and drawings that clearly and consistently identifies the full scope of new construction. Every set of drawings approved by Planning for new buildings and remodels must contain a demolition plan depicting the full extent of demolition. Inclusion of demolition information on sheets required only by the Department of Building and Safety does not satisfy this requirement. Issuance of permits by the Department of Building and Safety does not in itself constitute Planning permission to exceed the scope of demolition and construction previously approved by the Planning Department. All parties involved in a building project including the architect, property owner, tenant, contractor and subcontractors must be informed of the facts in this notice by the applicant or applicant’s representative in order to ensure that the planning status of buildings as minor remodels is not inadvertently transformed into that of major remodel/new buildings.

I am the applicant or authorized representative for the applicant and I have read and understand the above notice.

APPLICANT REPRESENTATIVE

DATE



Planning Division Permit Application

RENT STABILIZATION NOTICE

PERMIT NUMBERS:

The Rent Stabilization Department (RSHD) maintains records on all residential units, including single family residences and condominiums, which were first issued a certificate of occupancy on or before July 1, 1979, if the unit has been rented or offered for rent at any time since January 1, 1984. **This application will not be deemed complete until the applicant submits a completed form** to the Department of Community Development. RSHD will not sign off for building permit issuance until the form is complete and accurate.

PROPERTY OWNER

NAME _____

PHONE NUMBER _____ FAX _____

CITY _____ STATE _____ ZIP _____

ASSESSORS PARCEL NUMBER _____

Are any units on the property subject to the Rent Stabilization Ordinance of the City of West Hollywood? YES NO
If "yes", enter the Unit Identification and the last rent paid for each unit:

UNIT IDENTIFICATION/ADDRESS:	LAST RENT PAID:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BELOW FOR STAFF USE ONLY

Are all rent registration fees current? YES NO

The following action must be taken prior to RSHD signing off on any demolition or building permits:

- Pay rent registration fees and penalties in the amount of \$ _____ to the City of West Hollywood
- Re-register all units whose tenants moved in after 1996 and that have not been re-registered in order to establish legal MARs for the units;
- Maintain the property free of health, safety, housing code violations;
- Comply with the following requirements for removing property from the rental market:
 - Record properly completed document of intent to remove property with the LA County Recorder;
 - Give 120-day notices with all required contents to all tenants of the property;
 - Give relocation fees to all lower-income tenants;
 - Submit notice of intent to withdraw property to the City of West Hollywood RSHD along with all required documents;
 - Submit to the Rent Stabilization and Housing Department the notice of extension to one-year for all senior and disabled tenants who request the extension.
- Other: _____

RECORDS MANAGER

DATE



Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE

I. If a project is subject to the requirements of the California Environmental Quality Act and not exempted under any of the provisions of the Guidelines for Implementation of CEQA, the City is required to conduct an initial study to determine if the project may have a significant effect on the environment. This Environmental information Form shall be completed and submitted to the Department of Community Development. Any other permit application, not including a Building Permit, required by the Department of Community development shall be filed concurrently with the attached form.

II. The following information and data shall accompany the Environmental Questionnaire form:

- A. Photographs of the area in sufficient detail to depict existing physical conditions in the project area.**
- B. A boundary map clearly outlining the boundaries of the site.**

 APPLICANT/AUTHORIZED AGENT NAME

 STREET

 CITY STATE ZIP

 HOME PHONE BUSINESS PHONE

 E-MAIL

1.0 PROJECT DESCRIPTION

1.1 Nature of Project (Please give complete description of proposed project):

1.2 Location of Project (Address, nearest street intersections):

1.3 Existing Zoning District:

1.4 List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:



Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

1.5 What is the surrounding land use to the:

NORTH

SOUTH

EAST

WEST

1.6 If the project is commercial or industrial, give a complete description of activities and other pertinent information including but not limited to estimated employment per shift, and any potential hazardous materials which may be used, etc.

1.7 If the project is residential, indicate number, types and size of units and associated facilities:

1.8 If the project is institutional, indicate the major function, estimated employment per shift and maximum occupancy:

1.9 Describe any change in existing features of any hills or substantial alteration of ground contours:

1.10 Describe any change in scenic views or vistas from existing residential areas or public lands or roads:

1.11 Project land area (square footage): _____

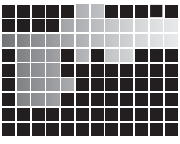
1.12 Number of parking spaces: _____

1.13 Square feet of building area: _____

1.14 Numbers of floors: _____

1.15 Height of tallest structure involved in project: _____

1.16 Proposed scheduling and anticipated incremental development:



Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

2.0 LAND FORM

2.1 Is the site presently graded? _____

2.2 Indicate the gross cubic yard of grading proposed: _____

2.3 What will be the maximum height and grade or fill after grading is completed?

3.0 VEGETATION

3.1 Attach a map indicating the location, type, and size of trees located on site. Indicate below the number, type and size of trees to be removed as a result of the project:

4.0 AIR QUALITY

4.1 If the project is industrial, describe and list air pollution sources and quantity and types of pollutants emitted as a result of the project:

5.0 NOISE

5.1 What noise will be produced by the property? If available, please give noise levels in decibel measurement and typical time distribution when noise will be produced.

5.2 How will noise produced by the project compare with existing noise levels?

6.0 TRAFFIC

6.1 Approximately how much traffic will be generated by the project?

- 0-50 vehicular trips per day
- 50 - 250 vehicular trips per day
- 250 - 500 vehicular trips per day
- 500 or more vehicular trips per day

7.0 PUBLIC SERVICES AND FACILITIES

7.1 Will the project require installation or replacement of new water lines? _____

7.2 Please estimate the daily water volume in gallons required to serve the project: _____

7.3 Will the project require installation or replacement of new sewer lines? _____

7.4 Please indicate the approximate amount of sewage generated from the project (pounds/day): _____

7.5 Describe the type and amount (pounds/day) of solid waste generated by the project: _____



Planning Division Permit Application

ENVIRONMENTAL QUESTIONNAIRE, CONT'D.

8.0 POPULATION DISPLACEMENT

8.1 Will any residential occupants be displaced by the project activities? _____

8.2 Describe briefly the type of buildings or improvements to be demolished by the project:

9.0 MUNICIPAL SERVICES

9.1 Indicate any substantial change in the demand for municipal services (i.e. police, fire, etc.):

10.0 MITIGATING MEASURES

10.1 What are included in the project which may conserve or protect the following: Nonrenewable resources, e.g., electricity, gas, water / Flora and fauna / Water:

10.2 What measures are proposed in the design of the project, e.g., architectural treatment and landscaping which have been coordinated with the design of the existing community to minimize visual effect? Please describe:

I CERTIFY THAT THE INFORMATION HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

DATE



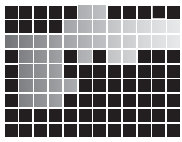
Planning Division Permit Application

SITE PLAN INSTRUCTIONS

Please use the following guidelines in preparing plans for review by the Department of Community Development. Additional information may be deemed necessary for the complete review of the submitted project. Please note that larger projects are subject to the Concurrent Plan Check process.

1. Indicate address and legal description of subject property on plan as well as the name, address, and phone number of the applicant, owner, and architect.
2. Include an index sheet with all plan sets.
3. Provide north indication arrow, and orient plans with north toward the top.
4. Plan must be drawn to scale, with scale indicated Use Engineer's or Architect's scale: 1" = 10'; 1/4" = 1'; etc.
5. Show all property lines. Do not use the edge of the paper for property lines.
6. Indicate the name of streets or alleys that border the project.
7. Provide a table indicating the subject property's zoning designation and calculations for density, floor area ratio (FAR), and parking requirements on the cover page/title sheet.
8. Existing site plan shall include the following:
 - Existing building footprint(s), square footage(s), number of stories, and land use;
 - Dimensions from all structures to front, side and rear property lines;
 - Existing parking areas, parking stalls, driveways, and turning areas;
 - Dimensions for existing buildings, driveways, and parking spaces;
 - Fences and walls;
 - Labeled landscaped and paved areas;
 - Location and species of trees on property and the diameter of tree trunks;
 - Sidewalks, streets, and curb cuts adjacent to the property;
9. A certified site survey, which is required for demolition and new development. Site surveys shall be stamped and signed by a certified engineer. Survey must indicate dimensioned setbacks of adjacent properties and must include topography contour lines.
10. Proposed site plans shall show all proposed improvements, and include the following:
 - Proposed building footprints, square footage(s), number of stories and land use;
 - Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. (Turning radius and visibility window templates are available at the planning counter);
 - Dimensions for proposed buildings, driveways, parking spaces, and vehicle back-up areas;
 - Dimension all structures to front, side, and rear property lines;
 - Labeled all landscaped and paved areas, including stoops and paths;
 - Location, height and materials for all proposed fences and walls;
 - Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190;
 - Sidewalks, streets, and curb cuts adjacent to the property;
 - Location for recycling/trash containers, electrical transformers and other equipment;
11. Proposed front, side and rear building elevations must be fully dimensioned and include the following:
 - Existing adjacent structures on either side of the proposed structure, including height, windows, doors and other key elevation information;
 - Proposed construction and/or alterations;
 - Illustration of building height envelope, and dimensions of proposed height of building;
 - Fences and/or walls and their dimensions,
 - Details of windows, doors, railing and fencing;
 - Location of proposed vents, air conditioning equipment, and all rooftop mechanical equipment;
 - Location of proposed utility meters, transformers, and utility boxes;
 - Location of exterior lighting;
 - Existing and proposed materials and colors.

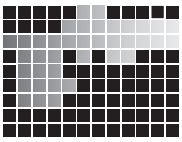
[continued]



SITE PLAN INSTRUCTIONS, CONT'D.

12. Proposed building floor plans shall be fully dimensioned and include the following:
 - Property lines;
 - Square footage of each room;
 - Interior layout of each floor with rooms labeled for proposed use;
 - Existing and proposed windows and doors;
 - Table indicating the square footage for all common/private open space.
13. Provide a roof plan with dimensions and screening of all rooftop mechanical equipment.
14. Cross sections shall be through the major axis of the building(s) and be at the same scale as the building elevations. Indicate ceiling heights on sections. Additional sections may be requested as needed.
15. Provide a preliminary landscape plan per WHMC 19.26. Include the following:
 - Location of all trees, shrubs, groundcover and turf to be planted;
 - Planting list with species and common names of all materials;
 - Drought tolerance levels of proposed plantings per WHMC 19.26.060.
 - Location and sizes of all existing trees on the subject property and whether they are to be removed;
 - Location of non-vegetative landscape elements, such as paving, fences, retaining walls, planters and arbors.
16. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed "alternative design" complies with the intent of the code as described in WHMC 19.36.265.
17. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.
18. Show the width and location of any public or private easements, such as driveways or utility company right-of ways. If there are none, note this on plans.
19. Show and label any obstructions such as telephone poles or street signs in public right-of-ways. If there are none, note this on plans.
20. If a swimming pool, spa, or hot tub is to be included in the proposed project, dimension setbacks from property lines and indicate the location and screening of all appurtenant equipment per WHMC 19.20.140.
21. For multi-family residential projects, indicate area and dimensions of each private and common open-space area.
22. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.
23. For projects to be presented at a neighborhood meeting, provide a massing model. For permits to be reviewed by the Planning Commission, provide a massing model, and a detailed scale model. Models must be to scale and include buildings adjacent to the subject project. (All major commercial projects or residential projects of three units or more require massing models).
24. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit.

[continued]

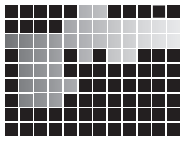


FOR NEW CONSTRUCTION:

1. Attach survey of site by licensed surveyor.

FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDING THE FOLLOWING:

1. Type of construction of the building.
2. Occupancy classification of the intended uses with corresponding allowable area calculation for mixed occupancies indicated for each floor.
3. Show accessible path of travel and accessible required exits and entrances with corresponding details to verify compliance with requirements, including minimum exit separation, on plans.
4. Identify accessible parking spaces with corresponding details for verification with requirements, including minimum 8'-2" net height clearance for the parking structure, and Van-accessible access aisle with 8' width on plans.
5. Indicate the height of the structure on all elevation views.
6. Provide accessible rest rooms on the second floor of a building for office use.
7. Show dimensions for the elevator car to be accessible. Elevator cannot be on a required exit path.



Tall Wall Image Change Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION

STREET ADDRESS _____

PIN NO. _____

ZONING DESIGNATION _____

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT INFORMATION (if different than property owner)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

PROPOSAL INFORMATION

PROPOSED TALL WALL INSTALLATION DATE _____

REMOVAL DATE _____

TOTAL IMAGE AREA _____

PERCENT OF IMAGE IN TEXT _____

AREA OF WINDOWS WITHIN THE WALL _____

AREA OF ENTIRE WALL _____

Is the Tall Wall located at 8490 or 8560 Sunset Boulevard? Yes No

If NO to the above, What is the Conditional Use Permit number and approval date for this location?

CONDITIONAL USE PERMIT NUMBER _____

APPROVAL DATE _____

Last Tall Wall image change approved for this location:

PERMIT NUMBER _____

EXPIRATION DATE _____

Is this a time extension of a previously approved application? _____

Is there any change in lighting, or new lighting proposed with this application? _____

[continued]



Tall Wall Image Change Permit Application

CONT'D

OTHER EXISTING TALL WALLS AND BILLBOARDS ON SITE

1 Height to top of tall wall or billboard measuring from grade: _____

2 If on a building, height to top of tall wall or billboard measured from roof surface: _____

3 Dimensions of tall wall or billboard: _____

4 Square footage of tall wall or billboard: _____

FAILURE TO FULLY COMPLETE THE APPLICATION AND SUBMIT REQUIRED INFORMATION MAY CAUSE YOUR APPLICATION TO BE DEEMED **INCOMPLETE** AND WILL DELAY THE PROCESSING OF THE APPLICATION

I declare that everything in this application is true and correct to the best of my knowledge

APPLICANT SIGNATURE

Date: _____

Stamp:

APPROVED

DENIED

CASE PLANNER

Notes: _____



Temporary Use Permit Application

INSTRUCTIONS

Chapter 19.54 of the West Hollywood Zoning Ordinance includes provisions to allow some uses not normally allowed in a permanent manner to be allowed as temporary uses. Allowed temporary uses include:

- **CONSTRUCTION YARDS** Off-site contractor's construction yards, in conjunction with an approved construction project. The permit shall expire upon completion of the construction project, or the expiration of the companion Building Permit, authorizing the construction project.
- **PARKING LOTS ON COMMERCIAL ZONED PROPERTY** A temporary parking lot on commercially zoned vacant property that is not being used for any other purpose, in compliance with Zoning Ordinance Section 19.28.140 (Temporary Parking Lots).
- **PARKING LOTS ON RESIDENTIALLY ZONED PROPERTY** A temporary parking lot on residentially zoned vacant property that is not being used for any other purpose, and where the site is in excess of one acre and immediately adjacent and accessible to a commercially zoned property, in compliance with Zoning Ordinance Section 19.28.140 (Temporary Parking Lots).
- **RESIDENCE** A mobile home as a temporary residence of the property owner when a valid Building Permit for a new single-family dwelling is in force. The permit may be approved for up to one year, or upon expiration of the Building Permit, whichever first occurs.
- **SEASONAL SALES LOTS** Seasonal sales activities (for example, Halloween, Christmas) including temporary residence or security trailers, on nonresidential properties. A permit shall not be required when the sales are at the site of an established commercial business holding a valid City Business Tax Certificate as required. The sales activity may be approved for a maximum of 30 days.
- **STORAGE** Enclosed temporary storage, unrelated to a construction project, including a cargo container and sea-train. The use may be approved for a maximum of 30 days.
- **TEMPORARY REAL ESTATE SALES OFFICES** A temporary real estate sales office may be established within the area of an approved development project, solely for the first sale of homes. An application for a temporary real estate office may be approved for a maximum of one year.
- **TEMPORARY STRUCTURES** A temporary classroom, office, or similar structure, including a manufactured or mobile unit, may be approved, for a maximum time period of 18 months from the date of approval, as an accessory use or as the first phase of a development project.
- **TEMPORARY WORK TRAILERS** A trailer or mobile home as a temporary work site for employees of a business may be allowed:
 - During construction or remodeling of a permanent commercial or manufacturing structure, when a valid Building Permit is in force; or
 - Upon demonstration by the applicant that this temporary work site is a short-term necessity, while a permanent work site is being obtained
 - The permit for the temporary trailer may be granted for up to one year
- **SIMILAR TEMPORARY USES** Similar temporary uses which, in the opinion of the Review Authority, are compatible with the zoning district and surrounding land uses.

Note: There are also certain activities categorized as "Special Events," which are permitted through **special event permits** by the Special Events Division in the Department of Human Services. (For more information, call: 323-848-6471)

[continued]



APPLICATION CHECKLIST

The following materials are needed by the Department of Community Development for the processing of a Temporary Use Permit request:

- Temporary Use Permit Application
- Evidence that the applicant of a temporary use permit:
 - is the owner of the lot or parcel of land involved, or
 - has written permission of the owner to make such application
- Burden of Proof (attached)
- Site Plan, floor plan, elevations (if applicable), drawn to scale, folded to a maximum of 8 1/2" x 14" **Submit three (3) copies of plans. Site Plan Instructions:** Site plans for a TUP must include the following:
 - The area and dimensions and parking areas of the proposed temporary use site.
 - The location, area and hours of operation for each activity associated with the temporary use permit.
 - The locations and dimensions of:
 - existing buildings/structures and proposed temporary structures
 - roads, streets, highways
 - parking and loading facilities
 - signs on the site where the temporary use is requested
 - The location of all existing roads intended to provide access to use.
 - Any other information relevant to the particular requested use.
- A narrative explaining the operating practices proposed to be used by the operator to mitigate noise, dust, air, contaminants, garbage and vibration associated with and as a result of the proposed temporary use.

ALL APPLICATIONS MUST BE **COMPLETE** AND MUST BE RECEIVED BY THE PLANNING DIVISION OF THE DEPARTMENT OF COMMUNITY DEVELOPMENT **NO LATER THAN FOURTEEN (14) DAYS PRIOR TO THE REQUESTED DATE OF USE INAUGURATION.**



Temporary Use Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Proposed Use

Dates and Hours of Operation: _____

APPLICANT

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

OPERATOR OF PROPOSED USE (If different than applicant)

(Note: it is the applicant's responsibility to notify the Planning Manager in writing of any change of the principals involved during the processing of this case.)

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____

[continued]



OWNER'S DECLARATION

I (We), declare under penalty of perjury that the foregoing is true and correct.

OWNER OF SUBJECT PROPERTY (PRINT)

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

FAX

E-MAIL

Property Owner's Signature* _____ Date _____

Applicant's Signature _____ Date _____

*May also be signed by owner's representative with proof of legal power of attorney



Temporary Use Permit Application

BURDEN OF PROOF

Per the requirements of Chapter 19.54 of the Zoning Ordinance, the applicant for a Temporary Use Permit shall substantiate to the satisfaction of the Planning Manager the following facts:

"YES" OR "NO" ANSWERS ARE NOT ACCEPTABLE ANSWERS

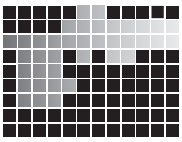
The proposed temporary use is allowed within the applicable zoning district with the approval of a Temporary Use Permit and complies with all other applicable provisions of this Zoning Ordinance and the Municipal Code.

The proposed temporary use would not unduly impair the integrity and character of the zoning district in which it is located.

The proposed site is adequate in size and shape to accommodate such temporary use without material detriment to the use, enjoyment or valuation of the property of other persons located in the vicinity of the site.

The proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that such temporary use will or could reasonably generate.

[continued]



Temporary Use Permit Application

BURDEN OF PROOF, CONT'D

Additional Information - Please answer each question and describe where appropriate.

Will special parking and access arrangements need to be made for vehicles and/or pedestrians?

Identify potential impacts on neighborhood residents and how the request proposes to mitigate them.

(Activities requiring permission of the Department of Transportation and Public Works)

Will there be any use of public property (sidewalks, streets, etc.)? If yes, please describe.

Will there be any traffic lane or street closures, signage, parking requirements, or encroachments into the public right-of-way? If yes, describe.



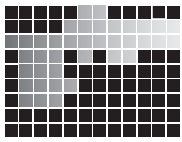
Planning Division Permit Application

SITE PLAN INSTRUCTIONS

Please use the following guidelines in preparing plans for review by the Department of Community Development. Additional information may be deemed necessary for the complete review of the submitted project. Please note that larger projects are subject to the Concurrent Plan Check process.

1. Indicate address and legal description of subject property on plan as well as the name, address, and phone number of the applicant, owner, and architect.
2. Include an index sheet with all plan sets.
3. Provide north indication arrow, and orient plans with north toward the top.
4. Plan must be drawn to scale, with scale indicated Use Engineer's or Architect's scale: 1" = 10'; 1/4" = 1'; etc.
5. Show all property lines. Do not use the edge of the paper for property lines.
6. Indicate the name of streets or alleys that border the project.
7. Provide a table indicating the subject property's zoning designation and calculations for density, floor area ratio (FAR), and parking requirements on the cover page/title sheet.
8. Existing site plan shall include the following:
 - Existing building footprint(s), square footage(s), number of stories, and land use;
 - Dimensions from all structures to front, side and rear property lines;
 - Existing parking areas, parking stalls, driveways, and turning areas;
 - Dimensions for existing buildings, driveways, and parking spaces;
 - Fences and walls;
 - Labeled landscaped and paved areas;
 - Location and species of trees on property and the diameter of tree trunks;
 - Sidewalks, streets, and curb cuts adjacent to the property;
9. A certified site survey, which is required for demolition and new development. Site surveys shall be stamped and signed by a certified engineer. Survey must indicate dimensioned setbacks of adjacent properties and must include topography contour lines.
10. Proposed site plans shall show all proposed improvements, and include the following:
 - Proposed building footprints, square footage(s), number of stories and land use;
 - Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. (Turning radius and visibility window templates are available at the planning counter);
 - Dimensions for proposed buildings, driveways, parking spaces, and vehicle back-up areas;
 - Dimension all structures to front, side, and rear property lines;
 - Labeled all landscaped and paved areas, including stoops and paths;
 - Location, height and materials for all proposed fences and walls;
 - Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190;
 - Sidewalks, streets, and curb cuts adjacent to the property;
 - Location for recycling/trash containers, electrical transformers and other equipment;
11. Proposed front, side and rear building elevations must be fully dimensioned and include the following:
 - Existing adjacent structures on either side of the proposed structure, including height, windows, doors and other key elevation information;
 - Proposed construction and/or alterations;
 - Illustration of building height envelope, and dimensions of proposed height of building;
 - Fences and/or walls and their dimensions,
 - Details of windows, doors, railing and fencing;
 - Location of proposed vents, air conditioning equipment, and all rooftop mechanical equipment;
 - Location of proposed utility meters, transformers, and utility boxes;
 - Location of exterior lighting;
 - Existing and proposed materials and colors.

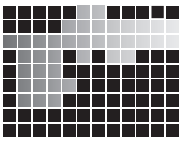
[continued]



SITE PLAN INSTRUCTIONS, CONT'D.

12. Proposed building floor plans shall be fully dimensioned and include the following:
 - Property lines;
 - Square footage of each room;
 - Interior layout of each floor with rooms labeled for proposed use;
 - Existing and proposed windows and doors;
 - Table indicating the square footage for all common/private open space.
13. Provide a roof plan with dimensions and screening of all rooftop mechanical equipment.
14. Cross sections shall be through the major axis of the building(s) and be at the same scale as the building elevations. Indicate ceiling heights on sections. Additional sections may be requested as needed.
15. Provide a preliminary landscape plan per WHMC 19.26. Include the following:
 - Location of all trees, shrubs, groundcover and turf to be planted;
 - Planting list with species and common names of all materials;
 - Drought tolerance levels of proposed plantings per WHMC 19.26.060.
 - Location and sizes of all existing trees on the subject property and whether they are to be removed;
 - Location of non-vegetative landscape elements, such as paving, fences, retaining walls, planters and arbors.
16. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed "alternative design" complies with the intent of the code as described in WHMC 19.36.265.
17. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.
18. Show the width and location of any public or private easements, such as driveways or utility company right-of ways. If there are none, note this on plans.
19. Show and label any obstructions such as telephone poles or street signs in public right-of-ways. If there are none, note this on plans.
20. If a swimming pool, spa, or hot tub is to be included in the proposed project, dimension setbacks from property lines and indicate the location and screening of all appurtenant equipment per WHMC 19.20.140.
21. For multi-family residential projects, indicate area and dimensions of each private and common open-space area.
22. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.
23. For projects to be presented at a neighborhood meeting, provide a massing model. For permits to be reviewed by the Planning Commission, provide a massing model, and a detailed scale model. Models must be to scale and include buildings adjacent to the subject project. (All major commercial projects or residential projects of three units or more require massing models).
24. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit.

[continued]



FOR NEW CONSTRUCTION:

1. Attach survey of site by licensed surveyor.

FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDING THE FOLLOWING:

1. Type of construction of the building.
2. Occupancy classification of the intended uses with corresponding allowable area calculation for mixed occupancies indicated for each floor.
3. Show accessible path of travel and accessible required exits and entrances with corresponding details to verify compliance with requirements, including minimum exit separation, on plans.
4. Identify accessible parking spaces with corresponding details for verification with requirements, including minimum 8'-2" net height clearance for the parking structure, and Van-accessible access aisle with 8' width on plans.
5. Indicate the height of the structure on all elevation views.
6. Provide accessible rest rooms on the second floor of a building for office use.
7. Show dimensions for the elevator car to be accessible. Elevator cannot be on a required exit path.



INSTRUCTIONS

A Variance is a request to deviate from the development standards of the Zoning Ordinance. A Variance is only appropriate under certain conditions. Applicants seeking a Variance must establish that they will suffer a greater degree of harm than other property owners as a result of the city's ordinance. Variances may be granted if special circumstances such as the location, shape, size, surroundings, or topography of the property create a substantial and disproportionate burden on the property owner. By California State law, a variance may not be approved to allow a use that is not normally allowed in the zone.

A Variance requires Planning Commission approval through a public hearing process. An application for a Variance will be scheduled for a public hearing once the application is found to be complete by the Planning Division. Notice of the hearing is posted on the property involved stating the nature and some details of the request as well as the date, time and place of the public hearing. Neighbors are notified in writing of the hearing, and a legal advertisement appears in a local newspaper circulated throughout West Hollywood.

Once you have applied for a Variance, you are encouraged to work with the project planner to provide information, or possibly revise your plans if necessary prior to scheduling the public hearing. The project planner notifies you of the public hearing date and prepares a report that makes a recommendation to the Planning Commission. The project planner will give you a copy of that report prior to the meeting. You must attend the public hearing, where you will be given time to speak as the applicant and will be asked to clarify questions raised by the Planning Commissioners or others present at the hearing.

APPLICATION CHECKLIST

The following materials are needed by the Department of Community Development for the processing of a variance:

- Planning Division Permit Application with Owner's Affidavit (for property in escrow, submit copy of escrow agreement)
- A written narrative explaining the nature and intent of the project
- Variance Findings of Fact
- Site plan, floor plan(s), elevations, landscape plans, renderings, Green Building Program Point Sheet and any additional drawings requested in specific circumstances, drawn to scale and folded to a maximum of 8 1/2" x 14." FRONT AND REAR ELEVATIONS MUST SHOW ADJACENT BUILDINGS. (Additional sets will be required prior to final planning approval or prior to any required public hearing.)
You must include:
 - o One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.
 - o Two (2) sets of full sized plans
 - o Two (2) reduced sets at 11" x 17"
- Filing Fee (see Permit Fee Sheet)



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



Planning Division Permit Application

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), _____
 hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I (we) hereby authorize _____ (list applicant's name)
 to apply for _____ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)
 for _____ (list type of activity).

PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S) _____
 OWNER(S) SIGNATURE(S) _____
 ADDRESS _____
 CITY, STATE, ZIP CODE _____
 TELEPHONE _____

CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL(S) CORPORATE OFFICER(S)
 PARTNER(S) ATTORNEY-IN-FACT
 TRUSTEE(S) OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) _____

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY'S SIGNATURE _____

SEAL:

TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE _____

DATE _____



Variance Application Supplement

VARIANCE FINDINGS OF FACT

In addition to the information required in the Development Application, the applicant shall substantiate to the satisfaction of the Director of Community Development the following findings of fact, as required by Section 19.60.040.

Please answer in complete sentences.

YES OR NO RESPONSES ARE NOT ACCEPTABLE. PLEASE ATTACH ADDITIONAL INFORMATION AS NEEDED.

1 There are exceptional or extraordinary circumstances or conditions applicable to the property involved, including size, shape, topography, location, or surroundings, which do not generally apply to the surrounding properties in the same zone; and which deny the owner privileges enjoyed by other property owners in the vicinity and within the same zoning district.

What is the zoning designation of the subject site? _____

2 Because of the circumstances or conditions, the Variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property similarly situated but which is denied to the property in question.

3 The granting of the Variance will not be materially detrimental to the public welfare or injurious to the adjacent property.

4 The granting of the Variance will not adversely affect the General Plan nor the purpose and intent of the provisions of the Zoning Ordinance



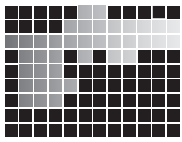
Planning Division Permit Application

SITE PLAN INSTRUCTIONS

Please use the following guidelines in preparing plans for review by the Department of Community Development. Additional information may be deemed necessary for the complete review of the submitted project. Please note that larger projects are subject to the Concurrent Plan Check process.

1. Indicate address and legal description of subject property on plan as well as the name, address, and phone number of the applicant, owner, and architect.
2. Include an index sheet with all plan sets.
3. Provide north indication arrow, and orient plans with north toward the top.
4. Plan must be drawn to scale, with scale indicated Use Engineer's or Architect's scale: 1" = 10'; 1/4" = 1'; etc.
5. Show all property lines. Do not use the edge of the paper for property lines.
6. Indicate the name of streets or alleys that border the project.
7. Provide a table indicating the subject property's zoning designation and calculations for density, floor area ratio (FAR), and parking requirements on the cover page/title sheet.
8. Existing site plan shall include the following:
 - Existing building footprint(s), square footage(s), number of stories, and land use;
 - Dimensions from all structures to front, side and rear property lines;
 - Existing parking areas, parking stalls, driveways, and turning areas;
 - Dimensions for existing buildings, driveways, and parking spaces;
 - Fences and walls;
 - Labeled landscaped and paved areas;
 - Location and species of trees on property and the diameter of tree trunks;
 - Sidewalks, streets, and curb cuts adjacent to the property;
9. A certified site survey, which is required for demolition and new development. Site surveys shall be stamped and signed by a certified engineer. Survey must indicate dimensioned setbacks of adjacent properties and must include topography contour lines.
10. Proposed site plans shall show all proposed improvements, and include the following:
 - Proposed building footprints, square footage(s), number of stories and land use;
 - Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. (Turning radius and visibility window templates are available at the planning counter);
 - Dimensions for proposed buildings, driveways, parking spaces, and vehicle back-up areas;
 - Dimension all structures to front, side, and rear property lines;
 - Labeled all landscaped and paved areas, including stoops and paths;
 - Location, height and materials for all proposed fences and walls;
 - Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190;
 - Sidewalks, streets, and curb cuts adjacent to the property;
 - Location for recycling/trash containers, electrical transformers and other equipment;
11. Proposed front, side and rear building elevations must be fully dimensioned and include the following:
 - Existing adjacent structures on either side of the proposed structure, including height, windows, doors and other key elevation information;
 - Proposed construction and/or alterations;
 - Illustration of building height envelope, and dimensions of proposed height of building;
 - Fences and/or walls and their dimensions,
 - Details of windows, doors, railing and fencing;
 - Location of proposed vents, air conditioning equipment, and all rooftop mechanical equipment;
 - Location of proposed utility meters, transformers, and utility boxes;
 - Location of exterior lighting;
 - Existing and proposed materials and colors.

[continued]



SITE PLAN INSTRUCTIONS, CONT'D.

12. Proposed building floor plans shall be fully dimensioned and include the following:
 - Property lines;
 - Square footage of each room;
 - Interior layout of each floor with rooms labeled for proposed use;
 - Existing and proposed windows and doors;
 - Table indicating the square footage for all common/private open space.
13. Provide a roof plan with dimensions and screening of all rooftop mechanical equipment.
14. Cross sections shall be through the major axis of the building(s) and be at the same scale as the building elevations. Indicate ceiling heights on sections. Additional sections may be requested as needed.
15. Provide a preliminary landscape plan per WHMC 19.26. Include the following:
 - Location of all trees, shrubs, groundcover and turf to be planted;
 - Planting list with species and common names of all materials;
 - Drought tolerance levels of proposed plantings per WHMC 19.26.060.
 - Location and sizes of all existing trees on the subject property and whether they are to be removed;
 - Location of non-vegetative landscape elements, such as paving, fences, retaining walls, planters and arbors.
16. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed "alternative design" complies with the intent of the code as described in WHMC 19.36.265.
17. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.
18. Show the width and location of any public or private easements, such as driveways or utility company right-of ways. If there are none, note this on plans.
19. Show and label any obstructions such as telephone poles or street signs in public right-of-ways. If there are none, note this on plans.
20. If a swimming pool, spa, or hot tub is to be included in the proposed project, dimension setbacks from property lines and indicate the location and screening of all appurtenant equipment per WHMC 19.20.140.
21. For multi-family residential projects, indicate area and dimensions of each private and common open-space area.
22. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.
23. For projects to be presented at a neighborhood meeting, provide a massing model. For permits to be reviewed by the Planning Commission, provide a massing model. and a detailed scale model. Models must be to scale and include buildings adjacent to the subject project. (All major commercial projects or residential projects of three units or more require massing models).
24. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit.

[continued]

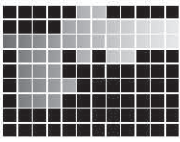


FOR NEW CONSTRUCTION:

1. Attach survey of site by licensed surveyor.

FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDING THE FOLLOWING:

1. Type of construction of the building.
2. Occupancy classification of the intended uses with corresponding allowable area calculation for mixed occupancies indicated for each floor.
3. Show accessible path of travel and accessible required exits and entrances with corresponding details to verify compliance with requirements, including minimum exit separation, on plans.
4. Identify accessible parking spaces with corresponding details for verification with requirements, including minimum 8'-2" net height clearance for the parking structure, and Van-accessible access aisle with 8' width on plans.
5. Indicate the height of the structure on all elevation views.
6. Provide accessible rest rooms on the second floor of a building for office use.
7. Show dimensions for the elevator car to be accessible. Elevator cannot be on a required exit path.



Zone Clearance Application

TENANT CHANGE

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS

PIN # ZONING DESIGNATION

PROJECT PROPOSAL

EXISTING TENANT:

PROPOSED TENANT:

PROPERTY OWNER

NAME

ADDRESS

CITY STATE ZIP

PHONE NUMBER FAX

E-MAIL

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME

ADDRESS

CITY STATE ZIP

PHONE NUMBER FAX

E-MAIL

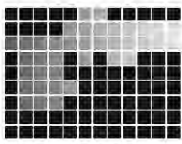
TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's Zoning Ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter.

The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of any applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

Applicant's Signature _____ Date _____



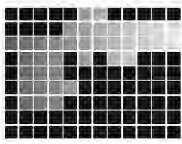
SUBMIT THREE (3) COPIES OF PLANS AT 11" x 17"

SITE PLAN INSTRUCTIONS

Please use the following guidelines in preparing plans for review by the Department of Community Development. Additional information may be deemed necessary for the complete review of the submitted project. Please note that larger projects are subject to the Concurrent Plan Check process.

1. Indicate address and legal description of subject property on plan as well as the name, address, and phone number of the applicant, owner, and architect.
2. Include an index sheet with all plan sets.
3. Provide north indication arrow, and orient plans with north toward the top.
4. Plan must be drawn to scale, with scale indicated Use Engineer's or Architect's scale: 1" = 10', 1/4" = 1', etc.
5. Show all property lines. Do not use the edge of the paper for property lines.
6. Indicate the name of streets or alleys that border the project.
7. Provide a table indicating the subject property's zoning designation and calculations for density, floor area ratio (FAR), and parking requirements on the cover page/title sheet.
8. Existing site plan shall include the following:
 - Existing building footprint(s), square footage(s), number of stories, and land use;
 - Dimensions from all structures to front, side and rear property lines;
 - Existing parking areas, parking stalls, driveways, and turning areas;
 - Dimensions for existing buildings, driveways, and parking spaces;
 - Fences and walls;
 - Labeled landscaped and paved areas;
 - Location and species of trees on property and the diameter of tree trunks;
 - Sidewalks, streets, and curb cuts adjacent to the property;
9. A certified site survey, which is required for demolition and new development. Site surveys shall be stamped and signed by a certified engineer. Survey must indicate dimensioned setbacks of adjacent properties and must include topography contour lines.
10. Proposed site plans shall show all proposed improvements, and include the following:
 - Proposed building footprints, square footage(s), number of stories and land use;
 - Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. (Turning radius and visibility window templates are available at the planning counter);
 - Dimensions for proposed buildings, driveways, parking spaces, and vehicle back-up areas;
 - Dimension all structures to front, side, and rear property lines;
 - Labeled all landscaped and paved areas, including stoops and paths;
 - Location, height and materials for all proposed fences and walls;
 - Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190;
 - Sidewalks, streets, and curb cuts adjacent to the property;
 - Location for recycling/trash containers, electrical transformers and other equipment;
11. Proposed front, side and rear building elevations must be fully dimensioned and include the following:
 - Existing adjacent structures on either side of the proposed structure, including height, windows, doors and other key elevation information;
 - Proposed construction and/or alterations;
 - Illustration of building height envelope, and dimensions of proposed height of building;
 - Fences and/or walls and their dimensions,
 - Details of windows, doors, railing and fencing;
 - Location of proposed vents, air conditioning equipment, and all rooftop mechanical equipment;
 - Location of proposed utility meters, transformers, and utility boxes;
 - Location of exterior lighting;
 - Existing and proposed materials and colors.

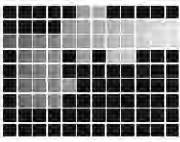
[continued]



SITE PLAN INSTRUCTIONS, CONT'D.

12. Proposed building floor plans shall be fully dimensioned and include the following:
 - Property lines;
 - Square footage of each room;
 - Interior layout of each floor with rooms labeled for proposed use;
 - Existing and proposed windows and doors;
 - Table indicating the square footage for all common/private open space.
13. Provide a roof plan with dimensions and screening of all rooftop mechanical equipment.
14. Cross sections shall be through the major axis of the building(s) and be at the same scale as the building elevations. Indicate ceiling heights on sections. Additional sections may be requested as needed.
15. Provide a preliminary landscape plan per WHMC 19.26. Include the following:
 - Location of all trees, shrubs, groundcover and turf to be planted;
 - Planting list with species and common names of all materials;
 - Drought tolerance levels of proposed plantings per WHMC 19.26.060.
 - Location and sizes of all existing trees on the subject property and whether they are to be removed;
 - Location of non-vegetative landscape elements, such as paving, fences, retaining walls, planters and arbors.
16. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed "alternative design" complies with the intent of the code as described in WHMC 19.36.265.
17. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.
18. Show the width and location of any public or private easements, such as driveways or utility company right-of ways. If there are none, note this on plans.
19. Show and label any obstructions such as telephone poles or street signs in public right-of-ways. If there are none, note this on plans.
20. If a swimming pool, spa, or hot tub is to be included in the proposed project, dimension setbacks from property lines and indicate the location and screening of all appurtenant equipment per WHMC 19.20.140.
21. For multi-family residential projects, indicate area and dimensions of each private and common open-space area.
22. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.
23. For projects to be presented at a neighborhood meeting, provide a massing model. For permits to be reviewed by the Planning Commission, provide a massing model and a detailed scale model. Models must be to scale and include buildings adjacent to the subject project. (All major commercial projects or residential projects of three units or more require massing models).
24. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit.

[continued]



FOR NEW CONSTRUCTION:

1. Attach survey of site by licensed surveyor.

FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDING THE FOLLOWING:

1. Type of construction of the building.
2. Occupancy classification of the intended uses with corresponding allowable area calculation for mixed occupancies indicated for each floor.
3. Show accessible path of travel and accessible required exits and entrances with corresponding details to verify compliance with requirements, including minimum exit separation, on plans.
4. Identify accessible parking spaces with corresponding details for verification with requirements, including minimum 8'-2" net height clearance for the parking structure, and Van-accessible access aisle with 8' width on plans.
5. Indicate the height of the structure on all elevation views.
6. Provide accessible rest rooms on the second floor of a building for office use.
7. Show dimensions for the elevator car to be accessible. Elevator cannot be on a required exit path.



Planning Division Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

PROJECT PROPOSAL

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

APPLICANT (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

E-MAIL _____

LEGAL DESCRIPTION:

Assessor's Parcel Number - Book: _____ Page: _____ Parcel: _____ INIT _____

Applicant's Signature _____ Date _____



**IMPORTANT NOTICE:
 MAJOR REMODELS ARE TREATED EXACTLY THE SAME AS NEW BUILDINGS BY THE ZONING CODE**

A REMODEL QUALIFIES AS A MAJOR REMODEL/NEW BUILDING FOR PLANNING PURPOSES WHEN:

“The removal of 50% or more of the exterior wall area (which includes walls, doors, and windows) or the removal of 50% or more of the supporting members of a structure (e.g. beams, bearing walls, columns or girders), whichever is more restrictive” according to the definition of Major Remodels in section 19.90.020 in the West Hollywood Zoning Code. The same language is repeated in Section 19.48.020 under Development Permits.

Degenerative processes that weaken a building’s structural integrity, such as rot, termite damage, or deficiencies of construction (such as inadequately sized construction members, or inadequate structural connections, or foundations) do not constitute grounds for an exemption from the 50% rule. These are normal conditions that are often encountered in renovation. Only buildings, which have been damaged by a calamity, such as flood, fire, or storm damage, have the possibility of retaining non-conforming rights.

THE CONSEQUENCES OF CHANGING A PROJECT STATUS FROM REMODEL TO NEW CONSTRUCTION ARE:

New buildings must meet all the applicable building and planning standards (such as parking at current rates, density/FAR, setbacks, and height limit), pay the planning fees for a development permit for a new building, and pay all applicable exaction fees for a new building. For some projects it can even mean that the entire building must be torn down, and an entirely new project proposed, for the reason that the remodel-turned-into-new building cannot meet current requirements. There are no exemptions from these circumstances.

Applicants who know prior to commencement of construction that there has been inadequate existing construction, or degenerative processes such as termite damage or rot, or who find these conditions during construction, must immediately consult with Planning and Building and Safety in order to determine what corrective measures (such as replacing termite-ridden studs, for example) would push a project over the 50% mark and qualify it as a new building. This must be done before construction, prior to the point at which corrective action for these existing conditions is taken. Applying for Planning permission after the fact of exceeding the 50% limit does not in any way retain non-conforming status for a building.

Planning Department approval of documents that imply, but do not explicitly state, or which have only partial information, that a building may exceed the 50% rule does not constitute de facto Planning Department approval for a major remodel/new building. Planning permission for a new building or remodel can only be obtained by submitting an application and drawings that clearly and consistently identifies the full scope of new construction. Every set of drawings approved by Planning for new buildings and remodels must contain a demolition plan depicting the full extent of demolition. Inclusion of demolition information on sheets required only by the Department of Building and Safety does not satisfy this requirement. Issuance of permits by the Department of Building and Safety does not in itself constitute Planning permission to exceed the scope of demolition and construction previously approved by the Planning Department. All parties involved in a building project including the architect, property owner, tenant, contractor and subcontractors must be informed of the facts in this notice by the applicant or applicant’s representative in order to ensure that the planning status of buildings as minor remodels is not inadvertently transformed into that of major remodel/new buildings.

I am the applicant or authorized representative for the applicant and I have read and understand the above notice.

APPLICANT REPRESENTATIVE

DATE



Planning Division Permit Application

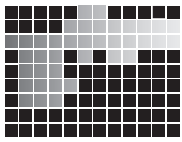
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[continued]



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